

**Defense Finance and Accounting Service (DFAS)  
Web Invoicing System (WInS)  
User Manual  
(IAPS)**

**Version 1.0**

**February 01, 2001**

## Table of Contents

<b>1. Overview .....</b>	<b>8</b>
The Defense Finance and Accounting Service (DFAS).....	8
DFAS Web Invoicing .....	8
An Overview of the DFAS Web Invoicing System (WInS).....	8
Mechanization of Contract Administration Services (MOCAS).....	10
Standard Automated Materials Management System (SAMMS) .....	12
Standard Accounting and Reporting System (STARS).....	13
Computerized Accounts Payable System (CAPS) .....	14
Getting Started With the DFAS Web Invoicing System (WInS) .....	15
Using the DFAS Web Invoicing System (WInS).....	18
Security in the DFAS Web Invoicing System (WInS) .....	19
Mandatory, Optional, and Conditional Data Fields.....	19
Defined Data Field Types and Lengths .....	19
Selection List Data Selection Fields .....	20
Online User Help .....	20
JavaScript Alert .....	20
System Warnings .....	20
Year 2000 Compliance .....	20
<b>2. DFAS Web Invoicing System (WInS) Home Page.....</b>	<b>21</b>
DFAS WInS Home Page Field Definitions .....	22
The Login, New Account, and Help Buttons .....	22
<b>3. WInS Computer System Security Notice Screen .....</b>	<b>24</b>
<b>4. New Account Request Form Screen.....</b>	<b>25</b>
The MOCAS, SAMMS, STARS, and CAPS Payment System Selection Checkboxes ....	25
New Account Request Form Screen Field Definitions .....	26
The Continue and Go Back Buttons .....	27
The Continue Button .....	28
The CAGE Code Add, Clear, and Go Back Buttons .....	29
The DUNS Code Add, Clear, and Go Back Buttons .....	30
STARS Contract Data Registration Screen Field Definitions .....	31

The STARS Contract Data Registration Screen Submit Request Without STARS, Add, Clear, and Go Back Buttons .....	33
The OK Button .....	35
<b>5. WInS Invoice Entry Warning Notification Screen .....</b>	<b>36</b>
<b>6. WInS Payment System Picklist Screen .....</b>	<b>37</b>
The MOCAS, SAMMS, STARS, CAPS, IAPS, and DISMS Buttons.....	39
The Vendor Profile and Exit System Buttons .....	39
<b>7. Vendor Information Screen .....</b>	<b>40</b>
Vendor Information Screen Field Definitions .....	41
The Update, Reset, and Go Back Buttons .....	42
The Add, Clear, and Go Back Buttons .....	43
The Update, Reset, Cancel, and Delete Buttons.....	43
The Add, Clear, and Go Back Buttons .....	44
The Update, Reset, Cancel, Delete, and Go Back Buttons.....	45
STARS Contract Data Registration Screen Field Definitions.....	47
The STARS Contract Data Registration Screen Add, Clear, and Go Back Buttons .....	48
The Update, Reset, Cancel, Delete, and Go Back Buttons.....	49
The OK Button .....	50
Additional Payment System Access Requests.....	50
<b>8. IAPS Commercial Invoice Header Screen.....</b>	<b>51</b>
IAPS Commercial Invoice Header Screen Field Definitions .....	52
The Remit To, Ship To, Discount Help, More Taxes, More SAC, and Accounting Help Buttons.....	54
The Update, Clear, and Help Buttons.....	54
The View Log and Exit System Buttons .....	54
<b>9. IAPs Remit To Information Screen.....</b>	<b>55</b>
IAPS Remit To Information Field Definitions .....	55
The Continue, Cancel, Clear, and Help Buttons.....	55
<b>10. IAPs Ship To Information Screen .....</b>	<b>57</b>
IAPS Ship To Information Field Definitions .....	57
The Continue, Cancel, Clear, and Help Buttons.....	57
<b>11. IAPS add Tax Information Screen .....</b>	<b>59</b>
IAPS Add Tax Information Screen Field Definitions .....	59
The Add, Clear, Go Back, and Help Buttons .....	59

IAPS Edit Tax Information Update Screen .....	60
The Update, Clear, Delete, and Go Back Buttons .....	60
<b>12. IAPS Miscellaneous charge/credit Information Screen .....</b>	<b>61</b>
IAPS Miscellaneous Charge/Credit Information Screen Field Definitions.....	61
The Add, Clear, Go Back, and Help Buttons .....	62
IAPS Edit Miscellaneous Charge/Credit Information Update Screen.....	63
The Update, Clear, Delete, and Go Back Buttons .....	63
<b>13. IAPS Commercial Invoice Details Screen.....</b>	<b>64</b>
IAPS Commercial Invoice Details Screen Field Definitions .....	65
The Accounting Help, Add, Clear, Help, and Edit Header Buttons.....	67
The Submit Invoice and Cancel Invoice Buttons .....	67
<b>14. IAPS Commercial Invoice Submission Confirmation Screen.....</b>	<b>68</b>
The Continue Button .....	68
<b>15. IAPS Submitted Commercial Invoices List Screen .....</b>	<b>69</b>
View Log Data Sorting.....	70
View Log Invoice Matrix .....	70
Status Column.....	70
Edit Column.....	73
Invoice No. Column .....	73
Purchase Order No. And Delivery Order No. Columns ....	<b>Error! Bookmark not defined.</b>
Date Column.....	73
Transaction Column .....	73
Delete Column.....	73
The Help and Go Back Buttons.....	73
<b>16. IAPS Submitted Commercial Invoice Details Screen.....</b>	<b>74</b>
The Go Back Button .....	74
<b>17. IAPS View/Modify Commercial Invoice Header Screen.....</b>	<b>75</b>
IAPS View/Modify Commercial Invoice Header Field Definitions .....	76
The Update, Clear, and Help Buttons.....	78

## **List of Tables**

<b>Table 1. Future DFAS Web Invoicing System (WInS) Capability .....</b>	<b>10</b>
<b>Table 2. MOCAS Payment Offices .....</b>	<b>11</b>
<b>Table 3. SAMMS Payment Offices .....</b>	<b>12</b>
<b>Table 4. STARS Payment Offices .....</b>	<b>13</b>
<b>Table 5. CAPS Payment Offices .....</b>	<b>14</b>
<b>Table 6. DFAS WInS Home Page Field Definitions .....</b>	<b>22</b>
<b>Table 7. New Account Request Form Screen Field Definitions .....</b>	<b>26</b>
<b>Table 8. STARS Contract Data Registration Screen Field Definitions .....</b>	<b>32</b>
<b>Table 9. Vendor Information Screen Field Definitions .....</b>	<b>41</b>
<b>Table 10. STARS Contract Data Registration Screen Field Definitions .....</b>	<b>47</b>
<b>Table 11. IAPS Commercial Invoice Header Screen Field Definitions .....</b>	<b>52</b>
<b>Table 12. IAPS Commercial Invoice Header Screen Field Definitions .....</b>	<b>53</b>
<b>Table 13. IAPS Remit To Information Field Definitions .....</b>	<b>56</b>
<b>Table 14. IAPS Ship To Information Field Definitions .....</b>	<b>58</b>
<b>Table 15. IAPS Edit Tax Information Screen Field Definitions .....</b>	<b>60</b>
<b>Table 16. IAPS Miscellaneous Charge/Credit Information Screen Field Definitions .....</b>	<b>62</b>
<b>Table 17. IAPS Commercial Invoice Details Screen Field Definitions .....</b>	<b>65</b>
<b>Table 18. IAPS Commercial Invoice Details Screen Field Definitions .....</b>	<b>66</b>
<b>Table 19. IAPS View/Modify commercial Invoice Header Screen Field Definitions .....</b>	<b>76</b>
<b>Table 20. IAPS View/Modify commercial Invoice header Screen Field Definitions .....</b>	<b>77</b>

## List of Figures

Figure 1a. DFAS Web Invoicing System (WInS) Technical Diagram.....	9
Figure 1b. Microsoft Internet Explorer Settings .....	16
Figure 1c. Netscape Settings .....	17
Figure 1d. Example of a JavaScript Alert Message.....	20
Figure 2. DFAS Web Invoicing System (WInS) Home Page .....	21
Figure 3. WInS Computer System Security Notice Screen .....	24
Figure 4a. New Account Request Form Screen .....	25
Figure 4b. Vendor CAGE Code / DUNS Code Selection Screen.....	28
Figure 4c. Vendor CAGE Code Registration Screen .....	29
Figure 4d. Vendor DUNS Code Registration Screen .....	30
Figure 4e. STARS Contract Data Registration Screen. ....	31
Figure 4f. Vendor CAGE/DUNS Code Screen with Stars Contract and Certification Information .....	34
Figure 4g. Account Request OK Screen .....	35
Figure 5. WInS Invoice Entry Notification Warning Screen .....	36
Figure 6a. WInS Payment System Picklist Screen .....	37
Figure 6b. Full WInS Payment System Picklist Screen .....	38
Figure 7a. Vendor Information Screen.....	40
Figure 7b. Vendor CAGE Code Screen.....	42
Figure 7c. Vendor CAGE Code Screen (Updates).....	43
Figure 7d. Vendor DUNS Code Screen .....	44
Figure 7e. Vendor DUNS Code Screen (Updates) .....	45
Figure 7f. STARS Contract Data Registration Screen. ....	46
Figure 7g. STARS Contract Registration Edit Screen (Updates).....	48
Figure 7h. Vendor Information Update Submission OK Screen .....	49
Figure 8. IAPS Commercial Invoice Header Screen .....	51
Figure 9. IAPS Remit To Information Screen .....	55
Figure 10. IAPS Ship To Information Screen.....	57
Figure 11. IAPS Add Tax Information Screen .....	59
Figure 12. IAPS Edit Tax Information Update Screen.....	60
Figure 13. IAPS Miscellaneous Charge/Credit Information Screen .....	61

<b>Figure 14. IAPS Edit Miscellaneous Charge/Credit Information Screen .....</b>	<b>63</b>
<b>Figure 15. IAPS Commercial Invoice Detail Screen.....</b>	<b>64</b>
<b>Figure 16. IAPS Commercial Invoice Submission Confirmation Screen.....</b>	<b>68</b>
<b>Figure 17. IAPS Submitted Invoices List (View Log) Screen.....</b>	<b>69</b>
<b>Figure 18. IAPS Log Legend .....</b>	<b>71</b>
<b>Figure 19. IAPS Submitted Invoice Details Screen .....</b>	<b>74</b>
<b>Figure 20. IAPS View/Modify Invoice Header Screen.....</b>	<b>75</b>

# **1. OVERVIEW**

## **The Defense Finance and Accounting Service (DFAS)**

The Defense Finance and Accounting Service (DFAS) is the financial and accounting branch of the U.S. Department of Defense (DoD). DFAS currently employs approximately 22,000 people in 22 locations. Its monthly business operations average over 12 million disbursements amounting to \$22 billion.

In addition to managing all DoD financial and accounting resources, the DFAS mission is to reduce costs and improve the quality of DoD financial management through the consolidation, standardization, and integration of procedures, operations, and systems. DFAS is under federal mandate to reduce costs and improve customer service through the use of electronic commerce. A key component of the DFAS electronic commerce strategy is to replace paper invoices and vouchers with electronic invoices and vouchers.

## **DFAS Web Invoicing**

Electronic submission of invoices and vouchers requires the use of Electronic Data Interchange (EDI), the computer-to-computer exchange of routine business information in a standard format. EDI is the equivalent of paper documents when doing business with the DoD. Vendors using EDI for invoicing benefit from reduced processing time, reduced supply and postage expense, fewer errors and omissions, increased data accessibility, and a reduction in the submission/payment cycle time.

Using EDI, however, has typically required costly investments in translation software and the services of a Value-Added Network (VAN). The Electronic Commerce Resource Center (ECRC) Technology Development Activity (TDA) was tasked with developing a cost effective EDI solution to enable small- to medium-sized enterprises (SMEs) to submit electronic invoices/vouchers to DFAS.

ECRC TDA developed invoice/voucher entry applications that are accessible via the Internet on the World Wide Web (Web).

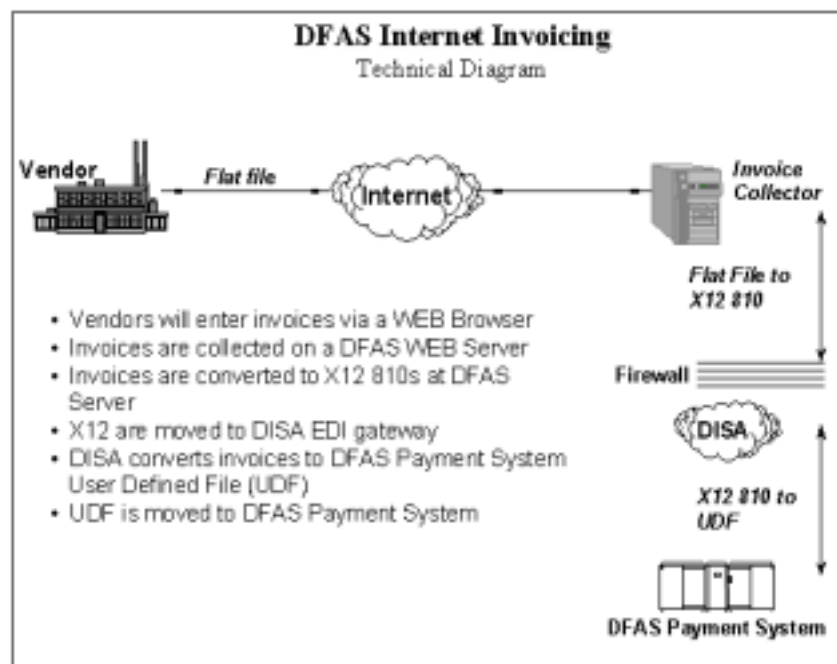
## **An Overview of the DFAS Web Invoicing System (WInS)**

To access the DFAS Web Invoicing System (WInS), an Internet Service Provider (ISP) and Internet client software (a “browser”) are required. Once online, a vendor inputs the DFAS WInS Uniform Resource Locator (URL) <https://ecweb.dfas.mil> into the browser to access the DFAS Web site. The vendor enters invoice/voucher information into the screens provided, then submits the invoice/voucher to DFAS.

All processes related to EDI translation and conversions are transparent to the vendor. Additionally, all EDI translations and conversions use security layers that protect the documents from third party tampering.



DFAS opts for an application that collects invoices from vendors through a Web browser interface and temporarily stores them in a database that resides on the invoice entry Web server. At a DFAS-determined time, an extraction procedure will be executed with which the invoices will be written to a flat file and passed on to an EDI translator residing on the invoice entry Web server. The EDI translator on the server will convert the invoices to American National Standards Institute (ANSI) X12 810 documents. The 810 documents are forwarded to the Defense Information Systems Agency (DISA) gateway, where they are converted into business application integration files (i.e., User-Defined Files or UDFs). The UDFs are then transmitted to the particular business process system's operation center. The DFAS operation centers will execute integration programs that will load the invoices into the appropriate business system for processing and payment. Figure 1a provides a graphic illustration of this concept.



**Figure 1a. DFAS Web Invoicing System (WInS) Technical Diagram**

The DFAS WInS is administered for DFAS by the Air Force Electronic Commerce Office at Maxwell Air Force Base – Gunter Annex, Montgomery, Alabama. Contact can be made at (334) 416-3587 or (334) 416-5845 or by electronic mail to [sheila.wright@gunter.af.mil](mailto:sheila.wright@gunter.af.mil). Presently, the DFAS WInS supports the Mechanization of Contract Administration Services (MOCAS), Standard Automated Material Management System (SAMMS), Standard Accounting and Reporting System (STARS), Computerized Accounts Payable System (CAPS), and Integrated Accounts Payable System (IAPS) payment systems. The long-term goal of DFAS is to incorporate this technology into additional payment systems and additional invoice types. Table 1 depicts the future DFAS WInS capability

**TABLE 1. DFAS WEB INVOICING SYSTEM (WInS) CAPABILITY**

<b>PAYMENT SYSTEM</b>	<b>DoD ORGANIZATION SUPPORTED</b>	<b>ESTIMATED IMPLEMENTATION DATE</b>
Defense Integrated Subsistence Management System (DISMS)		1 <sup>st</sup> Quarter CY01

### **Mechanization of Contract Administration Services (MOCAS)**

The Mechanization of Contract Administration Services (MOCAS) pays invoices for hardware supplies as well as for services. MOCAS uses EDI for receipt and storage of commercial invoices, requests for progress payment, and public/cost vouchers.

Table 2 outlines the DFAS payment offices that currently use MOCAS as their administrative and payment system. Vendors currently doing business with any of these payment offices are qualified to use the DFAS WInS.

**TABLE 2. MOCAS PAYMENT OFFICES**

<b>MOCAS PAYMENT OFFICE NAME</b>	<b>MOCAS PAYMENT OFFICE ADDRESS</b>	<b>MOCAS PAYMENT OFFICE DoDAAC</b>	<b>CUSTOMER SERVICE*</b>
<b>North Entitlements</b>	DFAS-CO-JN		<b>1-800-756-4571</b> Press 1
Bunker Hill Division	DFAS-CO-JNB	SC1016	Press 1
Minuteman Division	DFAS-CO-JNC	SC1032	Press 2
New Dominion Division	DFAS-CO-JNF	SC1018	Press 3
<b>South Entitlements</b>	DFAS-CO-JS	HQ0338	<b>1-800-756-4571</b> Press 2 for all Divisions
Capitol Division	DFAS-CO-JSC	HQ0338	
Chesapeake Division	DFAS-CO-JSD	HQ0338	
Southeast Division	DFAS-CO-JSA	HQ0338	
<b>West Entitlements</b>	DFAS-CO-JW	HQ0339	<b>1-800-756-4571</b> Press 3 for all Divisions
Gulfcoast Division	DFAS-CO-JWA	HQ0339	
Gateway Division	DFAS-CO-JWB	HQ0339	
DPRO West Division	DFAS-CO-JWD	HQ0339	
Santa Ana Division	DFAS-CO-JWT	HQ0339	
Van Nuys Directorate	DFAS-CO-JWV	HQ0339	

- Toll-free number is only to be used for production follow-up on completion of the WInS test process.

## Standard Automated Materials Management System (SAMMS)

The Standard Automated Materials Management System (SAMMS) entitles invoices generated from Defense Logistics Agency commodity supply center contracts.

Table 3 outlines DFAS paying offices that currently use SAMMS as their payment system. Vendors currently doing business with one of these paying offices are qualified to use the DFAS WInS.

**TABLE 3. SAMMS PAYMENT OFFICES**

<b>SAMMS CONTRACT ISSUING ACTIVITY</b>	<b>SAMMS PAYMENT OFFICE ADDRESS</b>	<b>SAMMS PAYMENT OFFICE DoDAAC</b>	<b>CUSTOMER SERVICE**</b>
Defense Supply Center Columbus (DSCC) – Construction	DFAS-CO-SECC *DFAS-CO-LSCAA	S33181	<b>1-800-756-4571</b> Press 3
Defense Supply Center Columbus (DSCC) – Electronics	DFAS-CO-SECE *DFAS-CO-LSCAB	S33184	<b>1-800-756-4571</b> Press 3
Defense Supply Center Richmond (DSCR) – General	DFAS-CO-SECG *DFAS-CO-LSCAC	S44073	<b>1-800-756-4571</b> Press 2
Defense Supply Center Philadelphia (DSCP) – Industrial	DFAS-CO-SEPI *DFAS-CO-LSCBA	S36054	<b>1-800-756-4571</b> Press 2
Defense Supply Center Philadelphia (DSCP) – Clothing and Textile	DFAS-CO-SEPT *DFAS-CO-LSCBA	SC0100	<b>1-800-756-4571</b> Press 4
Defense Supply Center Philadelphia (DSCP) – Medical	DFAS-CO-SEPM *DFAS-CO-LSCBA	SC0200	<b>1-800-756-4571</b> Press 4

\*Effective October 25, 1998, DFAS-CO-S was reorganized. The new payment office names are annotated in the above table with asterisks. Vendors may see either payment office name on their contracts based on the date their contract was awarded.

\*\*Toll-free number is only to be used for production follow-up on completion of the WInS test process.

## Standard Accounting and Reporting System (STARS)

The Standard Accounting and Reporting System (STARS) pays Navy General Funds invoices. WInS currently has capability to pass Navy field level STARS Commercial Invoices and Public Vouchers to STARS.

Table 4 outlines DFAS Cleveland Center's paying offices that currently use STARS as their payment system. Vendors currently doing business with one of these paying offices are qualified to use the DFAS WInS.

**TABLE 4. STARS PAYMENT OFFICES**

<b>STARS PAYMENT OFFICE</b>	<b>STARS PAYMENT OFFICE ADDRESS</b>	<b>STARS PAYMENT OFFICE DoDAAC</b>	<b>CUSTOMER SERVICE</b>
Defense Finance and Accounting Service (DFAS) – Honolulu	DFAS-PC	N45924	
Defense Finance and Accounting Service (DFAS) – Pensacola	DFAS-PE	N68566	
Defense Finance and Accounting Service (DFAS) – Charleston	DFAS-CH	N8892	
Defense Finance and Accounting Service (DFAS) – Norfolk	DFAS-NO	N45924	
Defense Finance and Accounting Service (DFAS) – Oakland	DFAS-OK	N68994	
Defense Finance and Accounting Service (DFAS) - San Diego	DFAS-SD	N68688	

## Computerized Accounts Payable System (CAPS)

The Computerized Accounts Payable System (CAPS) pays invoices for the Army.

Table 5 outlines DFAS paying offices that currently use CAPS as their payment system. Vendors currently doing business with one of these paying offices are qualified to use the DFAS WInS.

**TABLE 5. CAPS PAYMENT OFFICES**

<b>CAPS PAYMENT OFFICE</b>	<b>CAPS PAYMENT OFFICE ADDRESS</b>	<b>CAPS PAYMENT OFFICE DoDAAC</b>	<b>CUSTOMER SERVICE</b>
DFAS-IN/DNO	Directorate of Network Operations	HQ0105	
DFAS-IN/Defense Agency Finance Services	Dept 97	HQ0347	
LAWTON/FT. SILL	DFAS-LW	HQ0300	
ROME	DFAS-RO	HQ0302	
ROCK ISLAND	DFAS-RI	HQ0303	
ST. LOUIS	DFAS-SL	HQ0304	
SEASIDE	DFAS-SS	HQ0305	
LEXINGTON	DFAS-LE	HQ0335	
NORFOLK	DFAS-NO	HQ0348	
ORLANDO	DFAS-OR	HQ0301	
KANSAS CITY	DFAS-KC	M67443	
SAN ANTONIO	DFAS-SA	HQ0345	
DFAS-COLUMBUS	DFAS-CO	HQ0131	

## Integrated Accounts Payable System (IAPS)

The Integrated Accounts Payable System (IAPS) pays invoices for the Air Force.

Table 5 outlines DFAS paying offices that currently use IAPS as their payment system. Vendors currently doing business with one of these paying offices are qualified to use the DFAS WInS.

**TABLE 6. IAPS PAYMENT OFFICES**

<b>IAPS PAYMENT OFFICE</b>	<b>IAPS PAYMENT OFFICE ADDRESS</b>	<b>IAPS PAYMENT OFFICE DoDAAC</b>	<b>CUSTOMER SERVICE</b>
DAYTON	DFAS-DY	F03000	1-800-373-3184
LIMESTONE	DFAS-LI	F67100	1-800-390-5620
OMAHA	DFAS-OM	F25700	1-800-330-8168
ORLANDO	DFAS-OR	F62400	1-800-950-9784
PACIFIC	DFAS-PC	F68300	1-888-718-3028
SAN BERNARDINO	DFAS-SB	F72300	1-800-779-1903
RAMSTEIN	DFAS Europe	F78900	w/in Germany: 0631-536-6322 w/in US: 011-49-631-536-6322
OSAN		F77800	w/in Korea: 661-784-6585 w/in US: 011-82-333-661-6585
SAN ANTONIO	DFAS-SA	F60700	1-888-478-5636
JAPAN	DFAS-JN	F68800	011-81-311-755-3809

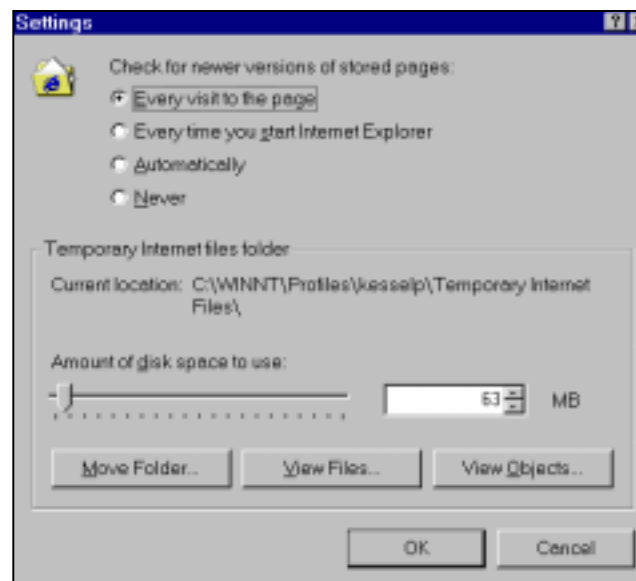
## Getting Started With the DFAS Web Invoicing System (WInS)

The following outline describes the preliminary steps for using the DFAS WInS.

**Prerequisites:** A vendor must:

1. Have a current contract with the DoD. For STARS, vendors may register if they have had a contract within the past six months.
2. Have delivered products or services to the DoD that requires payment.
3. Conduct business with a DFAS paying office that has WInS templates
4. Have a computer and access to the internet. Virtually any computer sold today far exceeds the minimum requirements to effectively operate the DFAS WInS; more powerful and faster computers and modems, however, will enhance system performance. For questions regarding computer requirements, contact a regional ECRC at 800-231-2772 for assistance or the WInS System Administrators at (334-416-3587 or 5845).
5. Have an Internet Service Provider (ISP) that is JAVA capable. DFAS recommends the use of Version 5.0 or higher for Microsoft Internet Explorer and Version 4.61 or higher for Netscape Communicator.

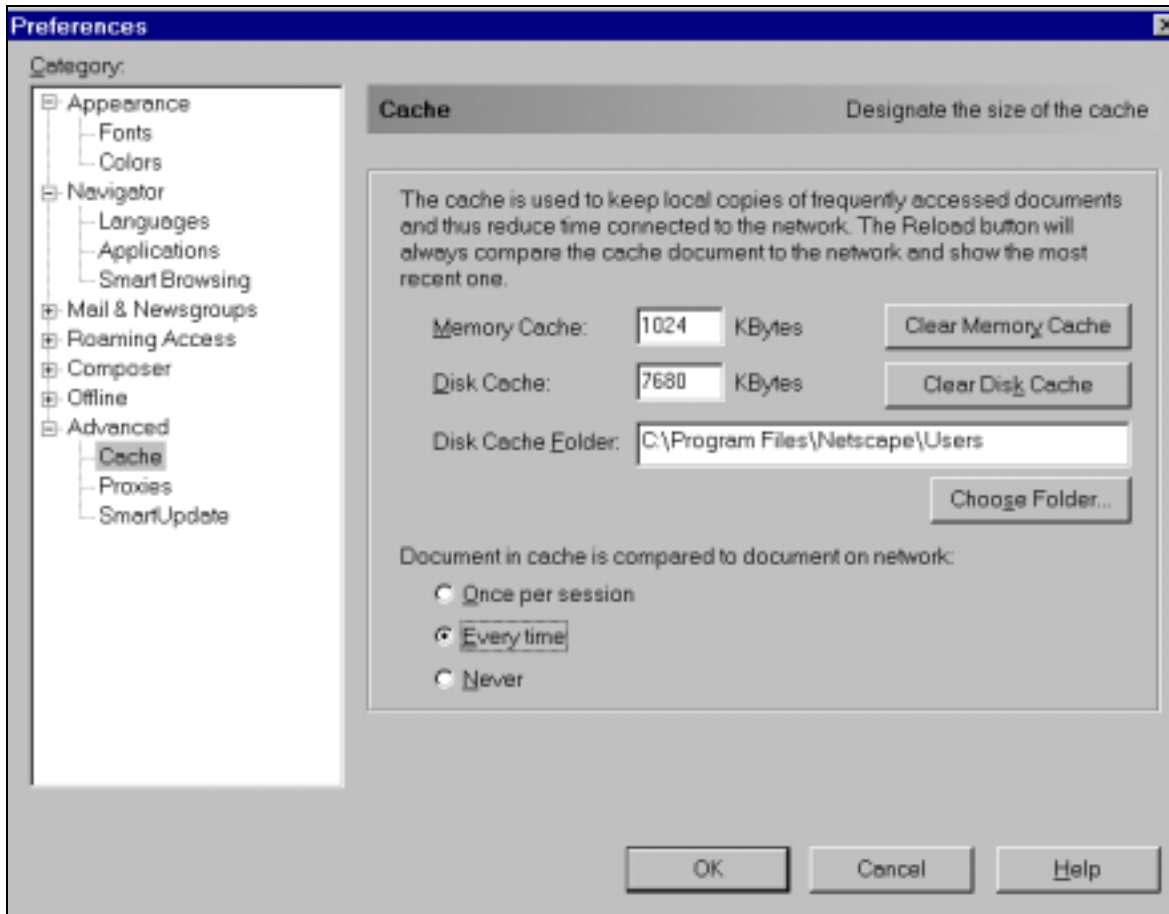
If using Microsoft Internet Explorer, it is important to do the following to ensure correct use of the system. From IE, select **Tools - Internet Options**. Select the **General** Tab. Then select **Settings**. Here, make sure that IE will check for newer versions of stored pages on every visit to the page. Check the radio button next to this option and be sure to select OK to save the changes. The Settings menu is shown in the figure below (Figure 1b). Note: The settings for your browser may be different. Only make the change explained above.



**Figure 1b. Microsoft Internet Explorer Settings**

If using Netscape, it is important to do the following to ensure correct use of the system. From IE, select **Edit - Preferences**. Select the **Advanced** Category. Then select **Cache**. Here, make sure that Netscape will compare document in cache to document on network every time a document is loaded. Check the radio button next to **Every time** and be sure to select OK to save the changes. The **Cache** menu is shown in the figure below (Figure 1c). Note: The settings for your browser may be different. Only make the change explained above.





**Figure 1c. Netscape Settings**

6. Have knowledge of the Internet and its use. (A regional ECRC servicing the vendor location can provide government-funded training about the Internet, as well as other electronic commerce technologies and WInS).

**Restrictions:** A vendor may not use this application for:

1. Invoices or vouchers (except MOCAS Requests for Progress Payments and STARS invoices and vouchers) that must be signed by a DoD Certifier. For instance, where the Administrative Contracting Officer (ACO) or other DoD official physically must sign the invoice or voucher prior to submission to DFAS. Examples include DD250s where the ACO certifies for payment the invoice associated with the DD250.
2. Vouchers (SF 1034) until the vendor's billing system is approved by the Defense Contract Audit Agency (DCAA) for direct submission of interim vouchers to DFAS. Even with approval, first and last vouchers for a new contract, or new delivery order on an existing contract, cannot be submitted via WInS. DCAA requires these first and last vouchers be processed through your DCAA Field Office.

3. Invoices or vouchers with transportation costs of \$190.00 or greater for MOCAS and \$250.00 or greater for SAMMS.

## **Procedures:**

**Step 1:** Access the DFAS WInS Web site (<https://ecweb.dfas.mil>) to:

- a. View WInS startup information, testing procedures, and sample invoice and voucher application screen layouts, and download the DFAS WInS Users Manual. Clicking the Help button on the WInS Home Page (Section 2, page 1-21) accesses this startup/test information.
- b. Obtain a username and password by establishing a New User Account using the **New Account Request Form Screen** (Section 4, page 1-25) accessed from the **New Account Button** on the **WInS Home Page** (Section 2, page 1-21). The DFAS WInS System Administrator will send you a Username and password via e-mail generally within two business days.

**Step 2:** When indicated for the payment system, contact DFAS WInS testers as identified in Step 1(a) and begin testing.

**Step 3:** On completion of successful testing, enter and submit invoices, vouchers and/or progress payments to DFAS. Paper copies of invoices and vouchers are no longer required by the paying office(s).

## **Using the DFAS Web Invoicing System (WInS)**

DFAS WInS uses standard database management system and Web browser features and functions that facilitates data input and navigation through the system. These include:

- Keyboard data entry
- Defined data field types and lengths
- Field to field and screen-to-screen mouse click navigation
- Select list data fields
- Online user help
- Error messages (JavaScript Alerts) for incomplete or incorrect data
- Batch data upload from the user into WInS is now available for MOCAS Commercial Invoices, MOCAS Public Vouchers, SAMMS Commercial Invoices and STARS Commercial Invoices. Batch submission is a method for extracting invoice/voucher data from the user's billing system automatically and converting into an ASCII text file. This relieves the user from manual data entry into the Web site yet still provides the same tracking status enjoyed by manual entry users.

All users should understand these capabilities prior to using the system. A regional ECRC servicing the vendor location can provide government-funded training on using DFAS WInS.

**Note:** Although textual information (e.g., alpha characters) used by the DFAS WInS manual data entry templates is not case sensitive, it is preferred that you enter alpha characters in UPPER CASE to facilitate interpretation. New Account Registration and Vendor Profile updates should be entered in mixed case (e.g., 123 Main Street)

## Security in the DFAS Web Invoicing System (WInS)

The primary security mechanism for the DFAS WInS is vendor authentication. Vendor authentication requires that you input a valid user identification code (username) and password. Once established, the unique username and password combination prevents unauthorized parties from viewing or tampering with confidential vendor information. Once the username and password are entered at login, the DFAS WInS checks for the presence of this information prior to displaying each screen, or Web page. This prevents unauthorized users from circumventing the login screen and gaining access to the system.

In addition, the DFAS WInS Web servers reside in a secure physical location that restricts access to unauthorized personnel. System backup and recovery procedures and mechanisms are in place to ensure the safety and integrity of information should a system failure occur. The WInS also uses browser encryption capability using Secure Socket Layer (SSL) encryption technology. There is no SSL impact on your browser choice.

## Mandatory, Optional, and Conditional Data Fields

Each data field in DFAS WInS is categorized as mandatory, optional, or conditional. Mandatory fields on any screen must be completed with appropriate data prior to continuing to a subsequent screen. Failure to complete all mandatory fields will result in JavaScript Alert messages (see next page). Optional fields may be completed at your discretion. Conditional fields must only be completed if your contract requires the information; otherwise, these fields are treated as optional.

## Defined Data Field Types and Lengths

Each data field in DFAS WInS has a defined type and length. The type of field determines what data the field may contain; e.g., a numeric field may only contain numeric data -- alpha characters are not allowable. The length of any data field on a screen can be determined by reviewing the data dictionary table corresponding to that screen. Although the on-screen appearance of some data entry fields may appear to accommodate more data than what is defined in the data dictionary for that field, the system will not allow the field to be completely filled. Failure to complete all mandatory fields with the appropriate type and length of data will result in a JavaScript Alert (See below). Each WInS Application Screen has a **Help Button**, which calls a data definition table that explains each screen's data entry field requirements.

## Selection List Data Selection Fields

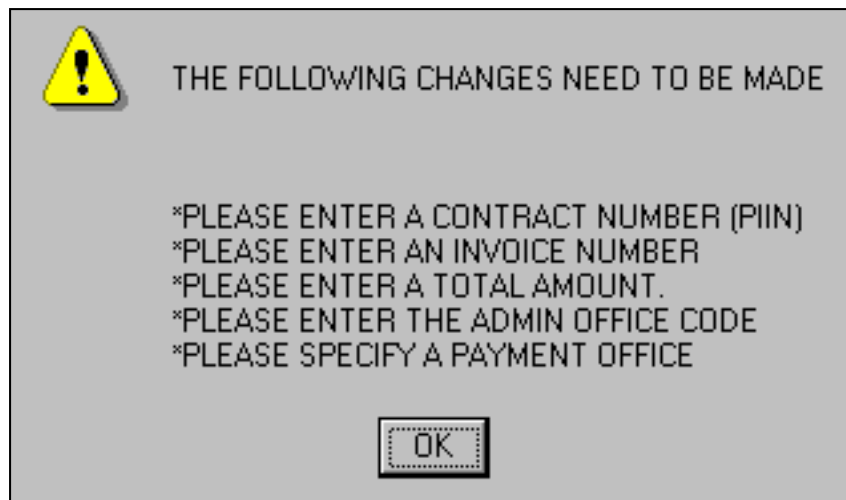
Certain data fields in DFAS WInS provide dropdown selection lists. These data fields can be identified by the **Down Arrow** button that appears to the immediate right of the data field, which, when clicked on, displays the dropdown list.

## Online User Help

Many of the screens in DFAS WInS contain context-sensitive user help. The help can be accessed by clicking on the **Help** button for that screen.

## JavaScript Alert

A JavaScript Alert is a message that reports an error condition when mandatory information on a screen is not provided or when mandatory, conditional, or optional data is incorrectly entered. For example, Figure 1d (page 1-20) depicts an example of a WInS JavaScript Alert.



**Figure 1d. Example of a JavaScript Alert Message**

The JavaScript Alert indicates the data fields that require user attention. The JavaScript Alert can be closed by clicking on the **OK** button.

## System Warnings

DFAS WInS warns you about various inconsistent conditions that exist in your data input. For example, a warning message appears when a system-calculated total does not correspond to a user-entered total. Warning messages can be closed by clicking on the **OK** button.

## Year 2000 Compliance

DFAS WInS is Year 2000 compliant. All date fields require that you enter four (4) digits for year to ensure that differences between 1900 and 2000 are captured.

## 2. DFAS WEB INVOICING SYSTEM (WInS) HOME PAGE

The initial screen in DFAS WInS is the **DFAS Web Invoicing System (WInS) Home Page**. To access the system, a valid username and password must be entered, followed by a single click on the **Login** button. Before accessing any of the invoice templates, a username and password request must be submitted to DFAS by clicking on the **New Account** button and completing the **New Account Request Form** screens (Section 4, page 1-25). The DFAS WInS System Administrator will provide you with your username and password via e-mail, usually within two business days. DFAS recommends that you immediately change your password upon successfully logging into WInS (Section 7, page 1-40 Vendor Profile Update). After receiving your username and password, depending on the system you requested, you may have to initiate testing with DFAS before you may submit live invoices. Test instructions and test partners may be found by clicking on the **Help** button on this screen.

Defense Finance and Accounting Service  
Web Invoicing System (WInS)

This site is hosted by the Defense Finance and Accounting Service Electronic Commerce Office and is intended to provide vendors an electronic means of submitting invoices. DFAS WInS meets the federal government's overall goal to streamline information flow while increasing speed and quality.

Click on the Help Button to access WInS startup and test procedures.

Username:

Password:

[Login](#) [New Account](#) [Help](#)

[U.S. Government Computer System Security Notice](#)

[DFAS Home](#)

Send e-mail comments to: [diana.butts@dfas.mil](mailto:diana.butts@dfas.mil)

Figure 2. DFAS Web Invoicing System (WInS) Home Page

## DFAS WInS Home Page Field Definitions

Table 6 lists the data dictionary for each field on the DFAS WInS Home Page. Mandatory fields must be completed, optional fields may be completed at your discretion, and conditional fields must only be completed if your contract requires the information; otherwise, those fields are treated as optional.

**TABLE 7. DFAS WINS HOME PAGE FIELD DEFINITIONS**

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Username	Identifies a unique user	DFAS	Mandatory	Alphanumeric Case sensitive
Password	Access code that coincides with username	DFAS, Vendor	Mandatory	Alphanumeric Case sensitive

## The Login, New Account, and Help Buttons

### Login

The **Login** button allows you to access the MOCAS (commercial invoice, public voucher, and progress pay), SAMMS, STARS (commercial invoice and public voucher), IAPS, and CAPS submission capabilities of DFAS WInS. A username and password are required to use these capabilities. Clicking on the **Login** button directs you to the **WInS Payment System Picklist Screen** (Section 6, page 1-37).

### New Account

The **New Account** button allows a first-time user to register with DFAS for access to one or more available pay systems. Clicking on the **New Account** button directs you to the **New Account Request Form Screen** (Section 4, page 1-25). A username and password are not required to access the **New Account Request Form Screen**. Vendor changes to registration information, to include requests for access to additional payment systems are made using the Vendor Information Screen (Section 7, page 1-40) **NOT** by submitting an additional **New Account Request Form**.

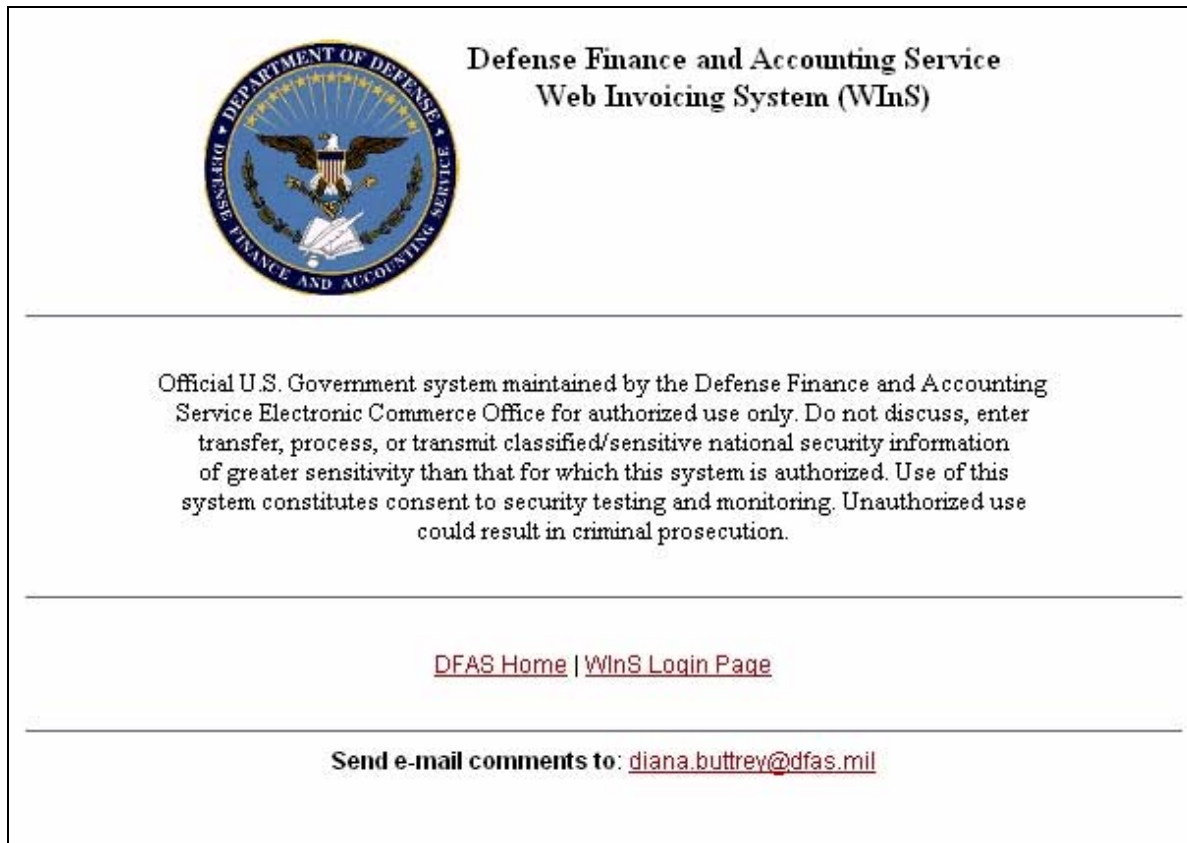
### Help

The **Help** button directs you to the WInS startup information, testing procedures, sample invoice, voucher and progress payment application screen layouts, and the Users Manuals.

The Version Number may be clicked to display a write-up of the significant changes incorporated with the two most recent releases beginning with the current release.

Also accessible from the **DFAS WInS Home Page** are the **U.S. Government Computer System Security Notice** (Section 3, page 1-24), the DFAS Home Page (URL: <http://www.dfas.mil>), and an e-mail address to the DFAS Electronic Commerce Office.

### 3. WINS COMPUTER SYSTEM SECURITY NOTICE SCREEN



**Figure 3. WInS Computer System Security Notice Screen**

The above screen presents you with three interfaces:

- (1) DFAS Home Page: Directs you to the DFAS Home Page (URL: <http://www.dfas.mil>).
- (2) WInS Login Page: Directs you to the DFAS WInS Home Page.
- (3) E-mail address to the DFAS Electronic Commerce Office.



## 4. NEW ACCOUNT REQUEST FORM SCREEN

The **New Account Request Form Screen**, accessed by clicking on the **New Account** button (Figure 2, page 1-21), allows you to enter general information—a “vendor profile”—about your organization and requests access to at least one of the identified DFAS Payment Systems (as shown in the figure below). Please select only payment systems for which you have currently active contracts. An exception to this is the STARS Payment System. You may request access if you have had active contracts within the preceding six months. You will be sent your username and password via e-mail usually within two business days of submitting your New Account Request registration.

The screenshot displays a web form titled "REGISTER FOR THE SYSTEMS YOU WISH TO INVOICE". At the top, there are five checkboxes for selecting payment systems: MOCAS, SAMMS, STARS, CAPS, and IAPS. Below these is a note: "Click on Payment System for Payment Officers for the system". The main section is titled "NEW ACCOUNT REQUEST FORM" and contains the following fields and options:

- Company Name: CTC
- Firm Name: Farnel
- Last Name: Gelin
- Cage Code: 0000
- Duns/Dun+4 Code: 073456789
- Address1: 100 CTC Drive
- Address2:
- City: Johnstown
- Country/State: Pennsylvania
- Zip Code: 15064
- Phone Number: 014-269-6281
- Fax Number: 014-269-2188
- Email: jgela@ctc.com
- Interested in batch submission? Yes
- TACOM WEB\_EC direct vendor delivery user? No

Below the fields, there are two red messages:

- \*Field is required
- \*\*Field is required for Stars, but is optional for others.

At the bottom, there are two instructions:

- You may enter more Cage codes after you click continue
- You may enter more Duns codes after you click continue

At the very bottom, there are two red buttons: "Continue" and "Go Back".

Figure 4a. New Account Request Form Screen

### The MOCAS, SAMMS, STARS, and IAPS Payment System Selection Checkboxes

The **MOCAS, SAMMS, STARS, CAPS and IAPS Payment System Selection Checkboxes** allow you to register for one or more payment systems. Simply check the checkbox for each applicable payment system(s).

Clicking on a payment system displays the system's payment offices. Again, only select payment systems for which you have active contracts (except STARS). If, in the future, you are awarded contracts paid by other DFAS payment systems with WInS templates, you may request access to the new payment system by updating your profile through the **Vendor Information Screen** (Section 7, Page 1-37). Data Fields identified by asterisks are mandatory and must be provided before WInS will accept the new account registration.

## New Account Request Form Screen Field Definitions

Table 7 lists the data dictionary for each field on the **New Account Request Form Screen**. Mandatory fields must be completed, optional fields may be completed at your discretion, and conditional fields must only be completed if your contract requires the information; otherwise, those fields are treated as optional.

**TABLE 8. NEW ACCOUNT REQUEST FORM SCREEN FIELD DEFINITIONS**

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Company Name	Company name	Vendor	Mandatory	Alphanumeric
First Name	Vendor POC	Vendor	Mandatory	Alphanumeric
Last Name	Vendor POC	Vendor	Mandatory	Alphanumeric
CAGE Code	Commercial and Government Entity Code	DLIS	Mandatory	5 characters, Alphanumeric (No letter 'O')
DUNS/DUNS +4 Code	DUNS Code (Required for STARS registrations)	Vendor	Conditional	9 or 13 digit numeric (no special characters)
Address1		Vendor	Mandatory	Alphanumeric
Address2		Vendor	Optional	Alphanumeric
City		Vendor	Mandatory	Alphanumeric
Country/State		Vendor	Mandatory	Select from list
Zip Code		Vendor	Mandatory	Alphanumeric
Phone Number		Vendor	Mandatory	Alphanumeric
Fax Number		Vendor	Optional	Alphanumeric

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Email		Vendor	Mandatory	Alphanumeric
Interested in batch submission?	Provides a URL address for the WInS Batch Layouts and supporting notes.	Vendor	Optional	Select 'Yes' or 'No'
TACOM WEB_EC direct vendor delivery user?	Army TACOM has a web site for their DVD vendors that feeds the batch MOCAS commercial invoice data directly to WInS	Vendor	Optional	Select 'Yes' or 'No'

## The Continue and Go Back Buttons

### Continue

The **Continue** button directs you to the **Vendor CAGE Code / DUNS Code Selection Screen** (Figure 4b, page 1-28).

### Go Back

The **Go Back** button directs you to the **DFAS WInS Home Page** (Section 2, page 1-21).



**Figure 4b. Vendor CAGE Code / DUNS Code Selection Screen**

The above figure depicts the **Vendor CAGE Code / DUNS Code Selection Screen**. The first option, **Click here to Enter CAGE Codes**, directs you to the **Vendor CAGE Code Registration Screen** (Figure 4c, page 1-29). Additional CAGE Codes may be entered from this screen as necessary.

The second option, **Click here to Enter DUNS Codes**, directs you to the **Vendor DUNS Code Registration Screen** (Figure 4d, page 1-30). Additional DUNS Codes may be entered from this screen as necessary.

## **The Continue Button**

**Continue**

The **Continue** button submits the **New Account Request** to DFAS WInS for MOCAS, SAMMS, CAPS and/or IAPS only requests. If the **New Account Request** contains a STARS Payment System access request, the **Continue** button directs the user to the **STARS Contract Data Screen** (Figure 4e, page 1-29).

**VENDOR CAGE CODES**

CageCode

Add
Clear
Go Back

TEXT	CAGE CODE
<a href="#" style="color: blue; text-decoration: underline;">Click Here</a>	12345
<a href="#" style="color: blue; text-decoration: underline;">Click Here</a>	67676

**Figure 4c. Vendor CAGE Code Registration Screen**

### **The CAGE Code Add, Clear, and Go Back Buttons**

- Add**
The **Add** button adds the CAGE Code to the initial registration from Figure 4a, page 1-25.
- Clear**
The **Clear** button clears data from the CAGE Code data field before it has been submitted to the Vendor Information.
- Go Back**
The **Go Back** button returns you to the **Vendor CAGE Code / DUNS Code Selection Screen** where you can submit the **New Account Request**.

The **Click Here** hyperlink allows an individual CAGE Code line item to be edited. At least one CAGE Code must remain on the **CAGE Code Registration Screen**.

EDIT	DUNS CODE
<a href="#">Click Here</a>	123456789000
<a href="#">Click Here</a>	1234567890123

**Figure 4d. Vendor DUNS Code Registration Screen**

## The DUNS Code Add, Clear, and Go Back Buttons

### **Add**

The **Add** button adds the DUNS Code to the initial registration from Figure 4a, page 1-25.

### **Clear**

The **Clear** button clears data from the DUNS Code data field before it has been submitted to the Vendor Information.

### **Go Back**

The **Go Back** button returns you to the **Vendor CAGE Code / DUNS Code Selection Screen** where you can submit the **New Account Request**.

The **Click Here** hyperlink allows an individual DUNS Code line item to be edited. At least one DUNS/DUNS+4 must remain on the **DUNS Code Registration Screen**.

**STARS CONTRACT AND INVOICE CERTIFICATION INFORMATION**  
 Please enter ALL active contracts paid by STARS. If you do not currently have any active contracts, please provide data for at least one STARS paid contract that has been completed within the past six months.

**\* DFAS Pay Office**

**\* Contract Number**  
  
 Active

**\* Fast Pay Contract? (FAAR 52.213-1)**

**Navy Certifier Information**

POC Name

POC Phone

**\* Navy Certifier Code (UIC):** Enter  or  
 Select

*\* Field is required*

Contract Number <small>(Add to add)</small>	Active <small>Contract</small>	Fast Pay <small>Contract?</small>	DFAS Payment <small>Office</small>	Navy Certifier UIC <small>Red = Not Filled</small>	Navy Certifier POC	Navy POC Phone
--- NONE ---						

**Figure 4e. STARS Contract Data Registration Screen.**

## STARS Contract Data Registration Screen Field Definitions

Table 8 lists the data dictionary for each field on the **STARS Contract Data Registration Screen** (Figure 4e, above). Mandatory fields must be completed, and optional fields may be completed at your discretion. Enter data for active contracts, and any completed contracts that have been invoiced against within the past six months.

**TABLE 9. STARS CONTRACT DATA REGISTRATION SCREEN FIELD DEFINITIONS**

<b>FIELD</b>	<b>DEFINITION</b>	<b>DATA SOURCE</b>	<b>DATA REQUIREMENT</b>	<b>FIELD TYPE</b>
Contract Number	Contract Number (only enter contracts that are active or have completed within the previous six months)	Contract	Mandatory	13 digit Alphanumeric (No hyphens, no Letter 'O')
Active	Specify whether the contract is active (Y or N)	Contract	Mandatory	Select from list (Y or N)
Fastpay?	Specify whether contract has the fastpay contract clause (FAR 52.213-1)	Contract	Mandatory	Select from scroll box (Y or N)
DFAS Pay Office	DFAS Pay Offices using the STARS payment system	Contract	Mandatory	Select from list
Navy Certifier Code	Navy organization certifying invoice for payment [Uniform Identification Code (UIC)]	Contract	Mandatory	Select from list, or enter 6 digit Alphanumeric UIC
Navy Certifier POC	Navy Certifier Point of Contact	Vendor	Optional	Alphanumeric
Navy Certifier POC Telephone		Vendor	Optional	Alphanumeric



## The STARS Contract Data Registration Screen Submit Request Without STARS, Add, Clear, and Go Back Buttons

**Submit Request Without STARS**

**Submit Request Without STARS** data allows the user to submit the **New Account Request** for SAMMS or MOCAS without an accompanying STARS request.

**Add**

The **Add** button adds the STARS Contract Data to the Contract Data Display Matrix.

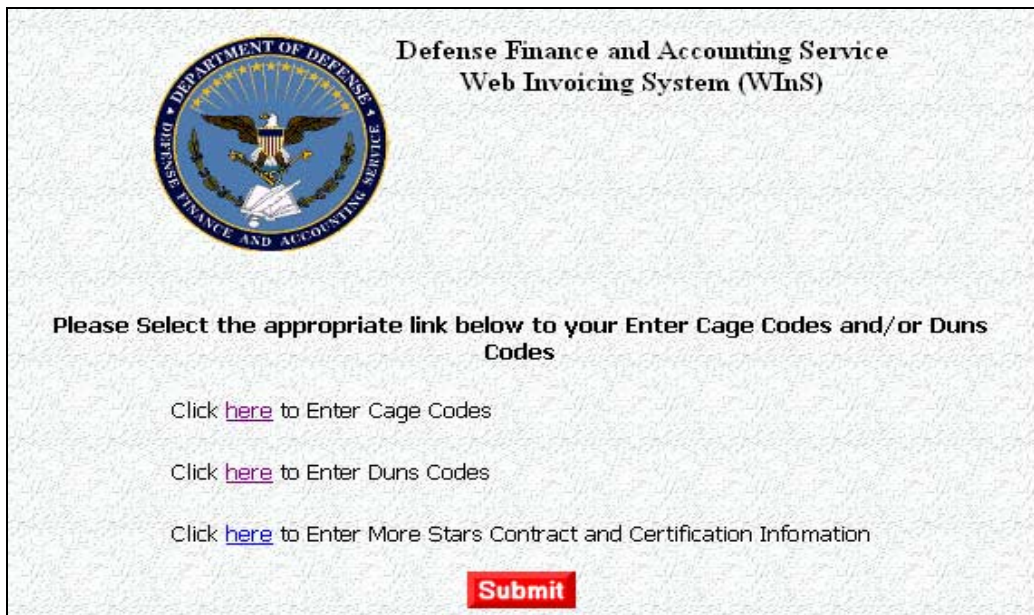
**Clear**

The **Clear** button clears the STARS Contract Data from the data entry boxes before it has been submitted to the Contract Data Display Matrix.

**Go Back**

The **Go Back** button returns you to the **Vendor CAGE Code / DUNS Code Selection Screen** where you can submit the **New Account Request**.

The **Click Here** hyperlink allows an individual Contract Data record to be edited. At least one Contract Data record must remain on the **STARS Contract Data Registration Screen**.



Defense Finance and Accounting Service  
Web Invoicing System (WInS)

Please Select the appropriate link below to your Enter Cage Codes and/or Duns Codes

Click [here](#) to Enter Cage Codes

Click [here](#) to Enter Duns Codes

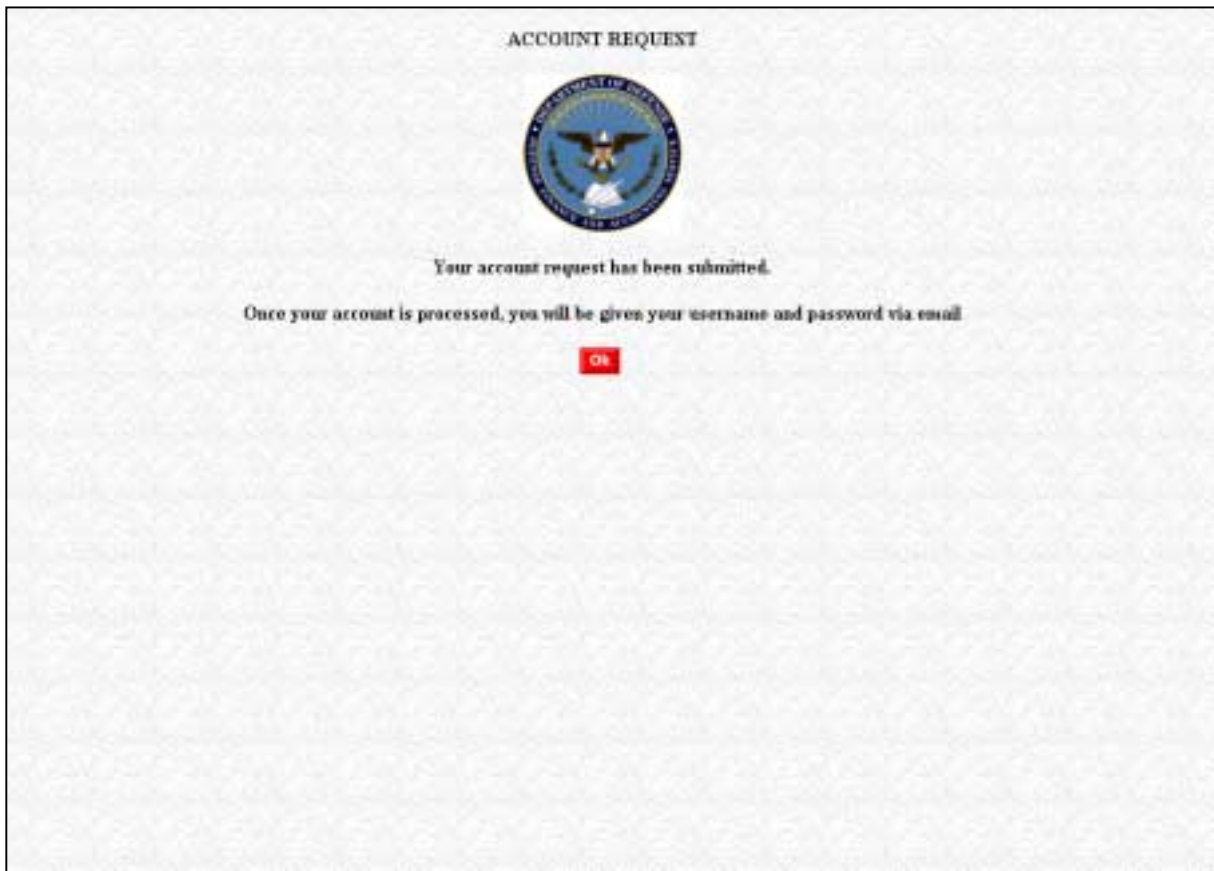
Click [here](#) to Enter More Stars Contract and Certification Information

**Submit**

**Figure 4f. Vendor CAGE/DUNS Code Screen with Stars Contract and Certification Information**



The **Submit** button allows the user to continue with their new account request and submit the entered CAGE.



**Figure 4g. Account Request OK Screen**

## The OK Button



The **OK** button directs you to the **DFAS WInS Home Page** (Section 2, page 1-21).


**Note:** On receipt of a username and password, when indicated for the particular payment system test transactions must be successfully processed prior to submission of actual invoices and vouchers. Refer to *Section 1, Overview, Procedures, and Steps 1 and 2*, for testing procedures.

## 5. WINS INVOICE ENTRY WARNING NOTIFICATION SCREEN

When an invoice, voucher or progress payment request (PPR) has not been successfully submitted to DFAS WInS (incomplete invoice), the **WInS Invoice Entry Notification Warning Screen** appears (Figure 5, page 1-36). This screen, which provides status information directly after logging into the system, appears only when incomplete invoices, vouchers or progress payment requests are present. This warning will continue to appear after logging in until you either delete the invoice, voucher or progress payment request or complete and submit it to WInS. See the appropriate Submitted Commercial Invoices, Vouchers or Request for Progress Payment List Screen(s) for instructions on deleting or completing incomplete invoices or vouchers (Section 16, page 1-75). You will also receive this incomplete invoice/voucher/PPR information via e-mail as a reminder until the invoice, voucher or progress payment request is completed and successfully submitted to WInS.

**WInS Invoice Entry Notification**

The following invoices were not completed or could not be processed. Please resubmit these invoices. An email will also be sent to you to confirm this error. Listed below is the available invoice data from the incomplete invoices. If you have any questions please contact the administrator at [John.Clark@gunter.af.mil](mailto:John.Clark@gunter.af.mil)

 **INCOMPLETE IAPS INVOICES (1)**

(These invoices may be modified in the View Log section of the application)

Invoice Number	Invoice Date	Contract Number	Call/Order Number	Total Amount
2	01/24/2001 11:51 CST	5678934567234	1333	2.00

**Figure 5. WInS Invoice Entry Notification Warning Screen**

**Continue**

Clicking on the **Continue** button directs you to the **WInS Payment System Picklist Screen** (Figure 6a, page 1-37 and Figure 6b, page 1-38).

## 6. WINS PAYMENT SYSTEM PICKLIST SCREEN

Once in WInS, you must select an accessible payment system for entering an invoice, voucher or progress payment request by clicking on the payment system button in the left margin of the WInS Payment System Picklist Screen shown below. Accessible payment systems are color-coded Green. If you have active contracts with a payment system that is not currently accessible (color-coded Red), you may request access by clicking on the **Vendor Profile** button in the left margin and following the directions for access request (Section 7, page 1-40).

The DFAS payment offices listed below identify the payment systems, which may be invoiced via WInS.

To activate the WInS data entry screens for payment systems for which your company has been granted access (coded green), click a payment system button in the left margin of this screen.

**MOCAS Payment System**

Payment Office Name	Payment Office	DaDAAC
Budker Hill	DFAS-CO-JNB	SC1016
Mountain	DFAS-CO-JHC	SC1032
New Dominion	DFAS-CO-JMF	SC1018
Southeast	DFAS-CO-JSA	SC1020
Capitol	DFAS-CO-JSC	SC1034
Chesapeake	DFAS-CO-JSD	SC1030

Figure 6a. WInS Payment System Picklist Screen

If you are uncertain about which payment system pays your invoice, voucher or progress payment request, scroll down the Picklist and review the tabular data for the currently available payment systems (MOCAS, SAMMS, STARS, CAPS, IAPS, and DISMS). Once you have identified the correct payment system, select the appropriate WInS data entry screens by clicking on a payment system identified in the left margin of this screen.



[illegible]

## The MOCAS, SAMMS, STARS, CAPS, and IAPS Buttons



The **MOCAS, SAMMS, STARS, CAPS, and IAPS** buttons direct you to the appropriate payment system.

## The Vendor Profile and Exit System Buttons



The **Vendor Profile** button directs you to the **Vendor Information Screen** (Section 7, page 1-40) where you may change your vendor registration information, to include changing your company information, your password, or request access to additional DFAS payment systems.



The **Exit System** button directs you to the **WInS Home Page** (Section 2, page 1-21).

## 7. VENDOR INFORMATION SCREEN

The **Vendor Information Screen** (Figure 7a, below) allows you to view and modify your vendor information as maintained by DFAS WInS. All data fields may be edited except the username, which is assigned by the application to be vendor-unique. WInS forwards your vendor profile update to the appropriate DFAS payment office(s). You will receive a copy of this e-mail message as confirmation that the change was accepted into your WInS vendor profile, and forwarded to DFAS. The **Account Status** column indicates the status of your account for each payment system. You may request access to additional DFAS payment systems serviced by WInS by clicking on the appropriate hyperlink in the Account Status column of the desired payment system.

The screenshot displays the Vendor Information Screen. It contains a form with the following fields:

- Company: CTC
- First Name: Kamel
- Last Name: Gella
- Address 1: 101
- Address 2: (empty)
- City: 10
- Country/State: Alabama
- Zip: 10
- Phone: 814-259-62914
- Fax: 101
- Email: winstest@yahoo.com
- Interested in batch submissions? No
- TACOM WEB\_EC direct vendor delivery user? No
- USERNAME: 101
- PASSWORD: (empty)
- CONFIRM PASSWORD: (empty)

Below the form, there are three links:

- Click [here](#) to view/edit your system Cage codes
- Click [here](#) to view/edit your system Duns codes
- Click [here](#) to view/edit your STARS contract and invoice certification information

A table is displayed below the links:

System	Payment Offices	Account Status
MOCAS	<a href="#">Offices</a>	You have access
SAMMS	<a href="#">Offices</a>	You have access
STARS*	<a href="#">Offices</a>	You have access
IAPS	<a href="#">Offices</a>	You have access
CAPS	<a href="#">Offices</a>	You have access
DSMS	<a href="#">Offices</a>	You have access

\* Please click Link in System column above to view your access to individual modules.

At the bottom, there are three buttons: Update, Reset, and Go Back.

Figure 7a. Vendor Information Screen



## Vendor Information Screen Field Definitions

Table 9 lists the data dictionary for each field on the **Vendor Information Screen**. Mandatory fields must be completed, optional fields may be completed at your discretion, and conditional fields must only be completed if your contract requires the information; otherwise, those fields are treated as optional.

**TABLE 10. VENDOR INFORMATION SCREEN FIELD DEFINITIONS**

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Company		Vendor	Mandatory	Alphanumeric
First Name		Vendor	Mandatory	Alphanumeric
Last Name		Vendor	Mandatory	Alphanumeric
Address1		Vendor	Mandatory	Alphanumeric
Address2		Vendor	Optional	Alphanumeric
City		Vendor	Mandatory	Alphanumeric
State/Country		Vendor	Mandatory	Alphanumeric
Zip		Vendor	Mandatory	Alphanumeric
Phone		Vendor	Mandatory	Alphanumeric
Fax		Vendor	Optional	Alphanumeric
Email		Vendor	Mandatory	Alphanumeric
Interested in batch submission?		Vendor	Optional	Select 'Yes' or 'No' from list
TACOM WEB_EC direct vendor delivery user?		Vendor	Optional	Select 'Yes' or 'No' from list
Username	WInS Generated	Vendor	Mandatory	Alphanumeric
Password		Vendor	Mandatory	Alphanumeric
Confirm Password		Vendor	Mandatory	Alphanumeric

## The Update, Reset, and Go Back Buttons

### Update

After you modify any vendor information, the **Update** button saves the new information. If CAGE Code information has changed see the note at the bottom of the **Vendor Information Screen** (Figure 7a, page 1-40), which directs you to the **Vendor CAGE Code Screen** (Figure 7b, below). If DUNS Code information has changed see the note at the bottom of the **Vendor Information Screen** (Figure 7a, page 1-40), which directs you to the **Vendor DUNS Code Screen** (Figure 7d, page 1-44). When requesting additional access to STARS, a DUNS must be entered before clicking the **Update** button.

### Reset

The **Reset** button clears any vendor-entered changes that have not yet been submitted via the **Update** button, and restores the original information.

### Go Back

The **Go Back** button directs you to the **WInS Payment System Picklist Screen** (Section 6, page 1-37).

**Click Here** directs you to the **Vendor CAGE Code Screen (Updates)** (Figure 7c, page 1-43 ) that displays the chosen CAGE Code for editing. At least one CAGE Code must remain in the vendor profile.

EDIT	CAGE CODE
<a href="#">Click Here</a>	000000
<a href="#">Click Here</a>	000000
<a href="#">Click Here</a>	000000
<a href="#">Click Here</a>	7768a
<a href="#">Click Here</a>	abode
<a href="#">Click Here</a>	FCHU
<a href="#">Click Here</a>	6556

**Figure 7b. Vendor CAGE Code Screen**

## The Add, Clear, and Go Back Buttons

### Add

Once a CAGE Code has been entered into the CAGE Code data field, the **Add** button inserts the data into a line item on the **Vendor CAGE Code Screen** and resets the data field for the next CAGE Code Entry.

### Clear

The **Clear** button clears out any CAGE Code entered into the data field but not yet submitted via the **Add** button.

### Go Back

The **Go Back** button directs you to the **Vendor Information Screen** (Figure 7a, page 1-40).

The screenshot displays the 'VENDOR CAGE CODES' screen. At the top, there is a 'CageCode' input field containing '00000'. Below it are four buttons: 'Update', 'Reset', 'Cancel', and 'Delete'. The main area features a table with two columns: 'EDIT' and 'CAGE CODE'. The 'EDIT' column contains blue 'Click Here' links for each row. The 'CAGE CODE' column lists the following codes: 00000, 00000, 00000, 7768a, abcde, FGHJ, and 6556.

EDIT	CAGE CODE
<a href="#">Click Here</a>	00000
<a href="#">Click Here</a>	00000
<a href="#">Click Here</a>	00000
<a href="#">Click Here</a>	7768a
<a href="#">Click Here</a>	abcde
<a href="#">Click Here</a>	FGHJ
<a href="#">Click Here</a>	6556

Figure 7c. Vendor CAGE Code Screen (Updates)

## The Update, Reset, Cancel, and Delete Buttons

### Update

Once the CAGE Code has been edited, the **Update** button records the change on

the **Vendor CAGE Code Screen**.

**Reset**

After the CAGE Code has been edited in the data field, but before submitting with the **Update** button, the **Reset** button will restore the original CAGE Code to the data field on the **Vendor CAGE Code Screen** (Figure 7b, page 1-42).

**Cancel**

The **Cancel** button returns you to the pre-edit data set from the **Vendor CAGE Code Screen** (Figure 7b, page 1-42).

**Delete**

The **Delete** button deletes the identified CAGE Code unless it is the last remaining CAGE Code on the **Vendor CAGE Code Screen** (Figure 7b, page 1-42).

**Click Here** directs you to the **Vendor DUNS Code Screen (Updates)** (Figure 7e, page 1-45) displays the chosen DUNS Code from that DUNS Code Record.

EDIT	DUNS CODE
<a href="#">Click Here</a>	123456789
<a href="#">Click Here</a>	1234567890002
<a href="#">Click Here</a>	1234567891000
<a href="#">Click Here</a>	1234567891111
<a href="#">Click Here</a>	1234567892222

**Figure 7d. Vendor DUNS Code Screen**

## The Add, Clear, and Go Back Buttons

**Add**

Once a DUNS Code has been entered into the DUNS Code data field, the **Add** button inserts the data into a line item on the **Vendor DUNS Code Screen** and

resets the data field for the next DUNS Code Entry.

**Clear**

The **Clear** button clears out any DUNS Code entered into the data field but not yet submitted via the **Add** button.

**Go Back**

The **Go Back** button directs you to the **Vendor Information Screen** (Figure 7a, page 1-40).

The screenshot displays the 'VENDOR DUNS CODES' screen. At the top, there is a 'Duns Code' input field containing '123456789'. Below this field are four buttons: 'Update', 'Reset', 'Cancel', and 'Delete'. Below the buttons is a table with two columns: 'EDIT' and 'DUNS CODE'. The table contains five rows of data, each with a 'Click Here' link in the 'EDIT' column and a DUNS code in the 'DUNS CODE' column.

EDIT	DUNS CODE
<a href="#">Click Here</a>	123456789
<a href="#">Click Here</a>	1234567890002
<a href="#">Click Here</a>	1234567891000
<a href="#">Click Here</a>	1234567891111
<a href="#">Click Here</a>	1234567892222

**Figure 7e. Vendor DUNS Code Screen (Updates)**

### The Update, Reset, Cancel, Delete, and Go Back Buttons

**Update**

Once the DUNS Code has been edited, the **Update** button records the change on the **Vendor DUNS Code Screen**.

**Reset**

After the DUNS Code has been edited in the data field, but before submitting with the **Update** button, the **Reset** button will restore the original DUNS Code to the data field on the **Vendor DUNS Code Screen** (Figure 7d, page 1-44).

**Cancel**

The **Cancel** button returns you to the pre-edit data set from the **Vendor DUNS Code Screen** (Figure 7d, Page 1-44).

**Delete**

The **Delete** button deletes the identified DUNS Code unless it is the last remaining DUNS Code on the **Vendor DUNS Code Screen** (Figure 7d, page 1-44).

When STARS access is requested via the Vendor Information Screen, an additional screen, the STARS Contract Data Registration Screen must be completed (Figure 7f, below).

**STARS CONTRACT AND INVOICE CERTIFICATION INFORMATION**  
Please enter ALL active contracts paid by STARS. If you do not currently have any active contracts, please provide data for at least one STARS paid contract that has been completed within the past six months.

\* DFAS Pay Office:   
\* Contract Number:  Active:   
\* Fast Pay Contract? (FAR 52.213-1):

**Navy Certifier Information**  
POC Name:   
POC Phone:   
\* Navy Certifier Code (UIC): Enter  or Select:

\*Field is required

Contract Number (click to edit)	Active Contract	FastPay Contract?	DFAS Payment Office	Navy Certifier UIC Red = Not Validated	Navy Certifier POC	Navy POC Phone
<a href="#">H000000000000</a>	YES	NO	H45934	H63407	NONE	NONE
<a href="#">H000000000000</a>	YES	NO	H00000	H63336	NONE	NONE
<a href="#">H600000000000</a>	YES	NO	H60000	H60000	DEBORAH SMITH	212-444-3467
<a href="#">H000000000000</a>	YES	YES	H45934	H00027	FRED FLINTSTONE	481-098-5876
<a href="#">H000000000000</a>	YES	NO	H60000	H00000	CHUCK MADDOX	324-887-5578

**Figure 7f. STARS Contract Data Registration Screen.**

## STARS Contract Data Registration Screen Field Definitions

Table 10 lists the data dictionary for each field on the **STARS Contract Data Registration Screen**. Mandatory fields must be completed, and optional fields may be completed at your discretion. Enter data for active contracts, and any completed contracts that have been invoiced against within the past six months.

**TABLE 11. STARS CONTRACT DATA REGISTRATION SCREEN FIELD DEFINITIONS**

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Contract Number	Contract Number (only enter contracts that are active or have completed within the previous six months)	Contract	Mandatory	13 digit Alphanumeric (No hyphens, no Letter 'O')
Active	Specify whether the contract is active (Y or N)	Contract	Mandatory	Select from list (Y or N)
Fastpay?	Specify whether contract has the fastpay contract clause (FAR 52.213-1)	Contract	Mandatory	Select from list(Y or N)
DFAS Pay Office	DFAS Pay Offices using the STARS payment system	Contract	Mandatory	Select from list
Navy Certifier Code	Navy organization certifying invoice for payment [Uniform Identification Code (UIC)]	Contract	Mandatory	Select from list, or enter 6 digit Alphanumeric
Navy Certifier POC	Navy Certifier Point of Contact	Vendor	Optional	Alphanumeric
Navy Certifier POC Telephone	Navy Certifier Point of Contact Telephone Number	Vendor	Optional	Alphanumeric



## The STARS Contract Data Registration Screen Add, Clear, and Go Back Buttons

**Add**

The **Add** button adds the STARS Contract Data to the Data Display Matrix.

**Clear**

The **Clear** button clears the STARS Contract Data from the data entry boxes before it has been submitted to the Data Display Matrix.

**Go Back**

The **Submit** button submits the **New Account Request**.

Clicking on the Contract Number (Figure 7f, page 1-46) allows an individual Contract Data record to be edited as shown in Figure 7g (below). At least one Contract Data record must remain on the STARS Contract Data Registration Screen.

**STARS CONTRACT AND INVOICE CERTIFICATION INFORMATION**  
Please enter ALL active contracts paid by STARS. If you do not currently have any active contracts, please provide data for at least one STARS paid contract that has been completed within the past six months.

\* DFAS Pay Office

\* Contract Number  
  
 Active

\* Fast Pay Contract?  
 (FAR 52.213-1)

**Navy Certifier Information**

POC Name

POC Phone

\* Navy Certifier Code (UIC): Enter  or  
 Select

\*Field is required

Contract Number (click to edit)	Active Contract	FastPay Contract?	DFAS Payment Office	Navy Certifier UIC <span style="color: red;">Red = Not Validated</span>	Navy Certifier POC	Navy POC Phone
<a href="#">N022249904444</a>	YES	NO	N45924	N62477	NCME	NCME
<a href="#">N033339914444</a>	YES	NO	N68688	N63326	NCME	NCME
<a href="#">N612649514632</a>	YES	NO	N68882	N63394	DEBORAH SMITH	212-444-3467
<a href="#">N011709910381</a>	YES	YES	N45924	N00027	FRED FLINTSTONE	443-098-3876
<a href="#">N033339915551</a>	YES	NO	N68266	N72143	GREG MADDOX	304-387-5776

**Figure 7g. STARS Contract Registration Edit Screen (Updates)**



## The Update, Reset, Cancel, Delete, and Go Back Buttons

### Update

Once a STARS Contract Data Record has been edited, the **Update** button records the change on the **STARS Contract Data Registration Screen**.

### Reset

After the STARS Contract Data Record has been edited in the data fields, but before submitting with the **Update** button, the **Reset** button will restore the original STARS Contract Data information to the data fields on the **STARS Contract Data Registration Screen** (Figure 7g, page 1-48).

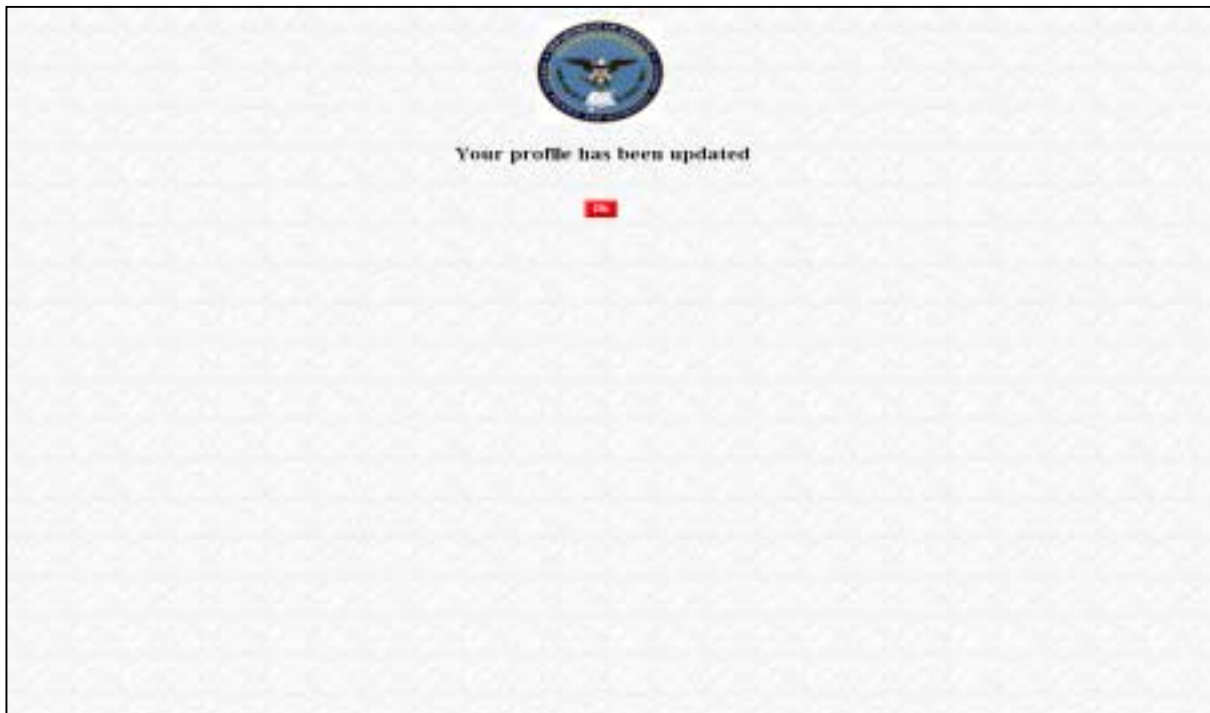
### Cancel

The **Cancel** button returns you to the pre-edit data set from the **Contract Data Registration Screen** (Figure 7g, page 1-48).

### Delete

The **Delete** button deletes the identified STARS Contract Data Record unless it is the last remaining STARS Contract Data Record on the **Contract Data Registration Screen** (Figure 7g, page 1-48).

Once information on the **Vendor Information Screen** has been updated, the **Vendor Information Update Submission OK Screen**, shown below, appears as verification.



**Figure 7h. Vendor Information Update Submission OK Screen**

## The OK Button



The **OK** button returns you to the **WInS Payment System Picklist Screen** (Section 6, page 1-37).

## Additional Payment System Access Requests

You may also request access to additional DFAS payment systems serviced by WInS by clicking on the **Request Access** hyperlink in the **Account Status** column on the **Vendor Information Screen** (Figure 7a, page 1-40). **DO NOT** request access to additional payment systems via the **New Account Request Form** (Section 4, page 1-25).

The **IAPS Commercial Invoice Header Screen** (shown below) is used to manually enter general and summary information concerning a particular invoice. To begin data entry select a DUNS Number or a CAGE Code which are provided through the vendor profile information. This will populate the Contract Number and Delivery Order/Call Number field. Next select a Contract Number or Contract Number and Delivery Order/Call Number from the pull down list. Once these items are selected in sequence, the following fields will automatically be entered: Contract Number, Paying Office, and Contract type fields. If the desired Contract Number is not found, contact the Customer Service section of the Paying Office referenced on contract.

**Figure 8. IAPS Commercial Invoice Header Screen**

## IAPS Commercial Invoice Header Screen Field Definitions

Table 11 (shown below) and Table 12 (page 1-53) lists the data dictionary for each field on the **IAPS Commercial Invoice Header Screen** (Figure 8, page 1-51). Mandatory fields must be completed, Optional fields may be completed at the discretion of the user, and Conditional fields must only be completed if the user's contract specifically requires the information, otherwise those fields are treated as optional.

**TABLE 12. IAPS COMMERCIAL INVOICE HEADER SCREEN FIELD DEFINITIONS**

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
DUNS NUMBER	DUNS Number	Vendor	Conditional	Select from list
CAGE CODE	CAGE Code	Vendor	Conditional	Select from list
Contract No. and Delivery Order/Call No.	Contract Number and Delivery Order/Call No.	Contract	Mandatory (Optional Delivery Order/Call No.)	Select from list
Contract Number	Contract Number	Contract	Mandatory	Automatically populated depending on the Contract number selected from the picklist
Paying Office	Paying Office	Contract	Mandatory	Automatically populated depending on the Contract number selected from the picklist
Contract Type	Contract Type	System Generated	Mandatory	Automatically populated depending on the Contract number selected from the picklist
Ref Number Qualifier	Reference Number Qualifier	Vendor	Mandatory	Select from list
Ref Number	Reference Number	Vendor	Mandatory	1-30 characters, Alphanumeric
Invoice No.	Invoice Number	Vendor	Mandatory	13 characters, Alphanumeric and also (/ , -)
FINAL INVOICE	Final Invoice	Vendor	Mandatory	Select from list
Transaction Set Purpose Code	Transaction Set Purpose Code	Vendor	Mandatory	Select from list

**TABLE 13. IAPS COMMERCIAL INVOICE HEADER SCREEN FIELD DEFINITIONS**

<b>FIELD</b>	<b>DEFINITION</b>	<b>DATA SOURCE</b>	<b>DATA REQUIREMENT</b>	<b>FIELD TYPE</b>
Transaction Type Code	Transaction Type Code	Vendor	Mandatory	Select from list
Total \$	Total Dollar Amount	Vendor	Mandatory	Numeric,
Currency Code	Currency Code	Vendor	Mandatory	Select from list
Date Qualifier	Start Date Qualifier	Vendor	Mandatory	Select from list
Date	Start Date	Vendor	Mandatory	yyyy/mm/dd
Date Qualifier	End Date Qualifier	Vendor	Mandatory	System generated
Date	End Date	Vendor	Conditional	yyyy/mm/dd
Discount Percent	Discount Percent	Vendor	Conditional	Numeric
Number of Discount Days	Number of Discount Days	Vendor	Conditional	Numeric, nn (Integer)
Discount Date	Discount Date	Vendor	Conditional	yyyy/mm/dd
Tax Type	Tax Type	Vendor	Optional	Select from list
Amount	Tax Amount	Vendor	Conditional	Numeric, 15 digits, including decimal
Miscellaneous Charge/Credit Codes	Miscellaneous Charge/Credit Codes	Vendor	Optional	Select from list
Amount	SAC Amount	Vendor	Conditional	Numeric, 15 digits, including decimal

## The Remit To, Ship To, Discount Help, More Taxes, More SAC, and Help Buttons



The **Remit To** button directs you to the Remit To Information Screen (Section 9, page 1-55).



The **Ship To** button directs you to the Ship To Information Screen (Section 10, page 1-57).



The **Discount Help** button directs you to the Discount Help screen, which provides information on entering discount data.



Selecting the More Taxes button displays the Edit Tax Information Screen (Section 4, page 1-25) where you can add additional tax items or edit tax items you had previously entered. No more than ten iterations of Tax Information may be submitted.



Selecting the More SAC button displays the Edit Service, Allowances, or Charges (SAC) Information Screen (Section 12, page 1-61), where you can add additional SAC information or edit SAC information you had previously entered. No more than 25 iterations of Service, Allowances, or Charges Information may be submitted.

## The Go to Invoice Detail, Clear, and Help Buttons



The **Go to Invoice Detail** button directs you to the **IAPS Commercial Invoice Details Screen** (Section 13, page 1-64).



The **Clear** button clears/deletes all existing entries on the screen.



The **Help** button opens the online user help tool for the screen.

## The View Log and Exit System Buttons



The **View Log** button directs you to the **IAPS Submitted Commercial Invoices List Screen** (Section 7, page 40) to view, edit, or print previously submitted invoices.



The **Exit System** button directs you to the **WInS Payment System Picklist Screen**.

## 9. IAPS REMIT TO INFORMATION SCREEN

Selecting the **Remit To** button on the IAPS Commercial Invoice Header Screen (Figure 8, page 1-51) displays the Remit To Information screen, as shown below.



Figure 9. IAPS Remit To Information Screen

### IAPS Remit To Information Field Definitions

Table 13 (page 1-56) provides the definitions for each field on the **Remit To Information Screen**. Mandatory fields must be completed, optional fields may be completed at your discretion, and conditional fields must only be complete if your contract requires the information; otherwise, those fields are optional.

### The Continue, Cancel, Clear, and Help Buttons

**Continue**

Selecting the **Continue** button saves the remit to information and returns you to the IAPS Commercial Invoice Header Screen.

**Cancel**

Selecting the **Cancel** button cancels the data entry and returns you to the IAPS Commercial Invoice Header Screen.

**Clear**

The **Clear** button clears/deletes all existing entries on the screen.

**Help**

The **Help** button opens the online user help tool for the screen.

**TABLE 14. IAPS REMIT TO INFORMATION FIELD DEFINITIONS**

<b>Field</b>	<b>Definition</b>	<b>Data Source</b>	<b>Data Requirement</b>	<b>Field Type</b>
ID Code Qualifier	Identification Code Qualifier		Mandatory	Select from list
Identification Code	Identification Code		Mandatory	5 or 9 or 13 characters, alphanumeric
Address 1	Address 1		Mandatory	35 characters, alphanumeric
Address 2	Address 2		Optional	35 characters, alphanumeric
City	City		Mandatory	30 characters, alphanumeric
State	State		Conditional. Either Country Code or State Code (not both) should be selected.	Select from list
Postal Code	Postal Code		Conditional. If State is selected, mandatory to enter the Postal Code. If Country Code is selected, optional to enter the Postal Code	5 - 11 characters, alphanumeric
Country Code	Country code		Conditional. Either Country Code or State Code (not both) should be selected.	Select from list



## 10. IAPS SHIP TO INFORMATION SCREEN

Selecting the **Ship To** button on the IAPS Commercial Invoice Header Screen (Figure 8, page 1-51) displays the Ship To Information screen, as shown below.



Figure 10. IAPS Ship To Information Screen

### IAPS Ship To Information Field Definitions

Table 14 (page 1-58) provides the definitions for each field on the **Ship To Information Screen**. Mandatory fields must be completed, optional fields may be completed at your discretion, and conditional fields must only be complete if your contract requires the information; otherwise, those fields are optional.

### The Continue, Cancel, Clear, and Help Buttons

#### Continue

Selecting the **Continue** button saves the ship to information and returns you to the IAPS Commercial Invoice Header Screen.

#### Cancel

Selecting the **Cancel** button cancels the data entry and returns you to the IAPS Commercial Invoice Header Screen.

#### Clear

The **Clear** button clears/deletes all existing entries on the screen.

#### Help

The **Help** button opens the online user help tool for the screen.

**TABLE 15. IAPS SHIP TO INFORMATION FIELD DEFINITIONS**

<b>Field</b>	<b>Definition</b>	<b>Data Source</b>	<b>Data Requirement</b>	<b>Field Type</b>
ID Code Qualifier	Identification Code Qualifier		Mandatory	Select from list
Identification Code	Identification Code		Mandatory	6 characters, alphanumeric
Organization Name	Ship To Organization Name		Optional	35 characters, alphanumeric
Address 1	Ship To Address 1		Mandatory	35 characters, alphanumeric
Address 2	Ship To Address 2		Optional	35 characters, alphanumeric
City	Ship To City		Mandatory	30 characters, alphanumeric
State	Ship To State		Conditional. Either Country Code or State Code (not both) should be selected.	Select from list
Postal Code	Ship To Postal Code		Conditional. If State is selected, mandatory to enter the Postal Code. If Country Code is selected, optional to enter the Postal Code	5 - 11 characters, alphanumeric
Country Code	Ship to Country Code		Conditional. Either Country Code or State Code (not both) should be selected.	Select from list

## 11. IAPS ADD TAX INFORMATION SCREEN

Selecting the **Edit/Add More Taxes** button on the **IAPS Commercial Invoice Header Screen** (Section 8, page 51) displays the Add Tax Information Screen, as shown below.

Tax Information	
Tax Type Code	Amount
<input type="text"/>	<input type="text"/>

**Add** **Clear** **Go Back** **Help**

Tax Type Code	Amount	Delete
<a href="#">City Tax</a>	100.00	
<b>Tax SubTotal</b>	<b>100.00</b>	

Figure 11. IAPS Add Tax Information Screen

### IAPS Add Tax Information Screen Field Definitions

Table 15 (page 1-60) lists the data dictionary for each field on the **Add Tax Information Screen**. Mandatory fields must be completed, optional fields may be completed at your discretion, and conditional fields must only be completed if your contract requires the information; otherwise, those fields are treated as optional. No more than ten iterations of the Tax Screen may be entered per IAPS Commercial Invoice Header.

### The Add, Clear, Go Back, and Help Buttons

<b>Add</b>	Selecting the <b>Add</b> button adds additional tax item.
<b>Clear</b>	The <b>Clear</b> button clears the fields on the screen.
<b>Go Back</b>	The <b>Go Back</b> button returns you to the <b>IAPS Commercial Invoice Header Screen</b> (Section 8, page 1-51).
<b>Help</b>	The <b>Help</b> button opens the online user help tool for the screen.

**TABLE 16. IAPS EDIT TAX INFORMATION SCREEN FIELD DEFINITIONS**


FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Tax Type Code	Tax Type		Optional	Select from list
Amount	Tax Monetary Amount		Conditional	Numeric, 15 digits, including decimal; no more than 2 digits past decimal

## IAPS Edit Tax Information Update Screen

**Tax Information**

Tax Type Code	Amount
City Tax	100.00

[Update](#)
[Clear](#)
[Go Back](#)
[Help](#)

Tax Type Code	Amount	Delete
City Tax	100.00	
Tax SubTotal	100.00	

**Figure 12. IAPS Edit Tax Information Update Screen**

Clicking on the link in the **Tax Type Code** column on the IAPS Edit Tax Information Screen displays the Edit Tax Information Update Screen, as shown in the example below.

## The Update, Clear, Delete, and Go Back Buttons

### Update

Selecting the **Update** button updates the selected tax item.

### Clear

The **Clear** button clears the fields on the screen.

### Go Back

The **Go Back** button returns you to the **IAPS Invoice Header Screen**. (Figure 12, page 1-60)

### Help

The **Help** button opens the online user help tool for the screen.

## 12. IAPS MISCELLANEOUS CHARGE/CREDIT INFORMATION SCREEN

Selecting the Edit/Add Misc. Charge/Credit button on the IAPS Commercial Invoice Header Screen (Figure 8, page 1-51) displays the Miscellaneous Charge/Credit Information Screen shown below.

**Miscellaneous Charge/Credit Code Information**

Miscellaneous Charge /Credit Codes	Amount
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Add
Clear
Go Back
Help


Miscellaneous Charge / Credit Codes	Amount	Delete
<u>Installation (C)</u>	100.00	
<b>SAC SubTotal</b>	<b>100.00</b>	

Figure 13. IAPS Miscellaneous Charge/Credit Information Screen

### IAPS Miscellaneous Charge/Credit Information Screen Field Definitions

Table 16 (page 1-62), on the following page, lists the data dictionary for each field on the **Miscellaneous Charge/Credit Information Screen**. Mandatory fields must be completed, optional fields may be completed at your discretion, and conditional fields must only be completed if your contract requires the information; otherwise, those fields are treated as optional. No more than 25 iterations of the SAC Screen may be entered per IAPS Commercial Invoice Header.

**TABLE 17. IAPS MISCELLANEOUS CHARGE/CREDIT INFORMATION SCREEN  
FIELD DEFINITIONS**

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Service, Promotion, Allowance, or Charge Code	Service, Promotion, Allowance, or Charge Code		Mandatory	Select from list
Amount	SAC Amount		Conditional	Numeric, 10 digits, including decimal; no more than 2 digits past decimal

### The Add, Clear, Go Back, and Help Buttons

<b>Add</b>	Selecting the <b>Add</b> button adds an additional SAC item.
<b>Clear</b>	The <b>Clear</b> button clears the fields on the screen.
<b>Go Back</b>	The <b>Go Back</b> button returns you to the <b>IAPS Commercial Invoice Header Screen</b> (Section 8, page 51).
<b>Help</b>	The <b>Help</b> button opens the online user help tool for the screen.



## IAPS Edit Miscellaneous Charge/Credit Information Update Screen

Clicking on the link in the **Miscellaneous Charge/Credit Codes** on the Information Screen displays the Edit Miscellaneous Charge/Credit Information Screen, as shown in the below example.

**Miscellaneous Charge/Credit Code Information**

Miscellaneous Charge /Credit Codes	Amount
Installation (C)	100.00

Update Clear Go Back Help


Miscellaneous Charge / Credit Codes	Amount	Delete
<a href="#">Installation (C)</a>	100.00	
<b>SAC SubTotal</b>	<b>100.00</b>	

Figure 14. IAPS Edit Miscellaneous Charge/Credit Information Screen

### The Update, Clear, Delete, and Go Back Buttons

#### Update

Selecting the **Update** button updates the selected SAC item.

#### Clear

The **Clear** button clears the fields on the screen.

#### Go Back

The **Go Back** button returns you to the **IAPS Invoice Header Screen** (Figure 13, page 1– 61)

#### Help

The **Help** button opens the online user help tool for the screen.

## 13. IAPS COMMERCIAL INVOICE DETAILS SCREEN

The **IAPS Commercial Invoice Details Screen** (shown below) is used to enter line item information for the invoice. Header information carried over from the **IAPS Commercial Invoice Header Screen** (Figure 8, page 1-51) assists the user by identifying the invoice number and total amount.

**Invoice Details**

To view previously entered requisition / call, scroll to invoice summary at bottom of this screen and click on the CLIN Number

Purchase Requisition Number: KMF29510251245 Call Number: 1444

CLIN: 1444 Quantity: 1 Unit Of Measure: Each (EA) Unit Price: 16799

**PRODUCT/SERVICE**

Qualifier: Part Number Description Description: ALL WHEEL DRIVE VEHICLE

**LINE ITEM DISCOUNT TERMS**

Terms Type Code: Discount Percent: 0% Discount Due Days: 0 Amount Not Subject to Discount: 0

Add Clear Help

**Return to Header** Invoice Number : AF7123 Total Amount : 16999.00

CLIN	QTY	UM	UNIT PRICE	Subtotal	Delete
1444	1	EA	16799.0000	\$16,799.00	X
IAPS Invoice Total Tax					100.00
IAPS Invoice Total Service Allowance/Charge					100.00
IAPS Invoice Details Sub Total					16799.00
IAPS CALCULATED TOTAL					16999.00

Figure 15. IAPS Commercial Invoice Detail Screen



## IAPS Commercial Invoice Details Screen Field Definitions

Table 17 (shown below), and Table 18 (page 1-67) list the data dictionary for each field on the **IAPS Commercial Invoice Details Screen**. Mandatory fields must be completed, Optional fields may be completed at the discretion of the user, and Conditional fields must only be completed if the user's contract specifically requires the information, otherwise those fields are treated as optional.





**TABLE 18. IAPS COMMERCIAL INVOICE DETAILS SCREEN FIELD DEFINITIONS**

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Purchase Requisition Number	Purchase Requisition Number		Conditional. (Optional for AF616 Call Type and Mandatory for Stock Fund and Non-call Services Type)	14 character, Alphanumeric Pos. 7-10 must be valid Julian Date on or before today's date. Pos. 11-14 can be alphanumeric.
Call Number	Call Number		Conditional (Populated from database for AF616 Call Type and should not be entered for Stock Fund and Non-call Services Type)	4 character, alphanumeric
CLIN	Contract Line Item Number		Mandatory (Equal to Call Number for AF616 types)	4–6 characters, alphanumeric
Quantity	Quantity Billed	Vendor	Mandatory	Numeric (whole numbers)
Unit of Measure Code	Unit of Measure code	Contract	Mandatory	Select from list or enter code to the right of the pull down list, specified per the contract

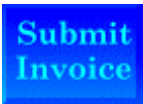

**TABLE 19. IAPS COMMERCIAL INVOICE DETAILS SCREEN FIELD DEFINITIONS**

<b>FIELD</b>	<b>DEFINITION</b>	<b>DATA SOURCE</b>	<b>DATA REQUIREMENT</b>	<b>FIELD TYPE</b>
Unit Price	Price Of One Unit	Contract	Mandatory	Numeric, 15 characters, including decimal (up to 5 characters after decimal)
Product/Service – Qualifier	Product/Service ID Qualifier	Contract	Mandatory	Select from list
Product/Service Qualifier Description	Product/Service ID	Contract	Mandatory	1-40 character Alphanumeric
Terms Type Code	Terms Type Code		Conditional	Select from list
Discount Percent	Discount Percentage		Conditional	Numeric,
Discount Due Days	Discount Due Days		Conditional	Numeric, (Integer)
Amount not Subject to Discount	Amount Not Subject To Discount		Conditional	Numeric,

## The Add, Clear, Help, and Edit Header Buttons

	After a set of line item information is entered into the data fields, the <b>Add</b> Button inserts the data as a line item on the data display matrix and resets the data fields for the data entry of the next line item.
	The <b>Clear</b> Button clears/deletes all existing entries on the screen.
	The <b>Help</b> button opens the online user help tool for the screen.
	The <b>Return to Header</b> button directs you to the <b>IAPS View/Modify Commercial Invoice Header Screen</b> (Section 17, page 75).

## The Submit Invoice and Cancel Invoice Buttons

	The <b>Submit Invoice</b> Button submits the invoice to DFAS and directs the user to the <b>IAPS Commercial Invoice Submission Confirmation Screen</b> (Section 14, page 68).
	The <b>Cancel Invoice</b> button cancels the active invoice prior to submission to DFAS WInS.

## 14. IAPS COMMERCIAL INVOICE SUBMISSION CONFIRMATION SCREEN

Once invoice information on both the **IAPS Invoice Header Screen** and the **IAPS Invoice Detail Screen** has been entered, the invoice is submitted to DFAS WInS by clicking on the **Submit Invoice** button on the **IAPS Invoice Detail Screen**. Upon submittal, the **IAPS Invoice Submission Confirmation Screen** appears as verification, as shown below.

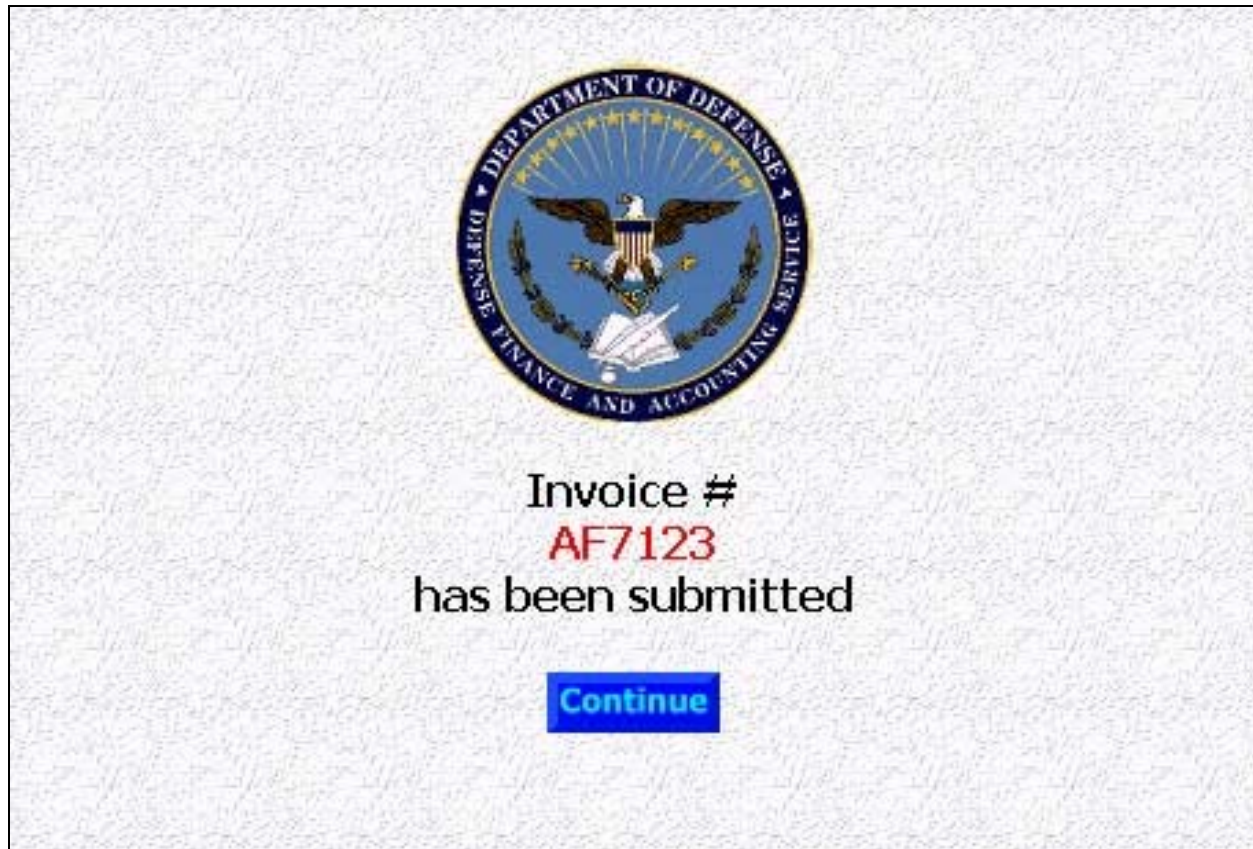


Figure 16. IAPS Commercial Invoice Submission Confirmation Screen

### The Continue Button

**Continue**

The **Continue** button directs you to the **IAPS Commercial Invoice Header Screen** (Section 8, page 51).

## 15. IAPS SUBMITTED COMMERCIAL INVOICES LIST SCREEN

The **IAPS Submitted Commercial Invoices List (View Log) Screen** allows you to view a list of all invoices that have been submitted to the DFAS payment system for the previous 120 to 150 calendar days. Submitted invoice data may be viewed and printed for all invoices on the list by clicking on the individual Invoice Number. Follow the print instructions described in Section 10, **IAPS Submitted Commercial Invoice Details Screen**. The **IAPS Submitted Invoices List Screen** also provides options, under the conditions described below in **Invoice Status**, for deleting invoices, completing and submitting incomplete invoices, and correcting errors on previously submitted invoices and then resubmitting them.

The invoice Date/Time is assigned when the invoice is successfully submitted to the DFAS WInS (Section 14, page 68). WInS then assigns an extracted date/time when the invoice is converted into an Electronic Data Interchange (EDI) invoice format for transmission to DFAS. EDI invoices are forwarded to the DoD communications infrastructure every hour beginning at 12:00 AM CST. They are processed into the IAPS contract payment system nightly. The figure below depicts the **IAPS Submitted Invoices List (View Log) Screen**.



Status	Edit	Invoice No.	Contract No.	Date/Time	Transaction Status	Delete
	<a href="#">EDIT</a>	<a href="#">AE7123</a>	5678934567234	2001-01-25 10:18:42.763	Waiting	
	<a href="#">EDIT</a>	<a href="#">TESTFORQONX</a>	F6460597M7052	2001-01-22 11:49:16.733	Rejected	X
	<a href="#">EDIT</a>	<a href="#">UDFTEST1</a>	5678934567234	2001-01-15 15:14:29.14	Waiting	X
	<a href="#">EDIT</a>	<a href="#">1</a>	5678934567234	2001-01-10 10:55:11.0	Accepted with errors	X
	<a href="#">EDIT</a>	<a href="#">UDFTEST3</a>	F6460597M7052	2001-01-09 16:20:54.373	Accepted with errors	X
	<a href="#">EDIT</a>	<a href="#">365463376</a>	SP88237482374	2001-01-08 15:21:31.483	Waiting	
	<a href="#">EDIT</a>	<a href="#">2</a>	5678934567234	2000-12-06 11:08:32.09	Accepted with errors	X
	<a href="#">EDIT</a>	<a href="#">RETESTSUBHA1</a>	F6550300FA001	2000-11-06 10:40:08.61	Accepted	X
	<a href="#">EDIT</a>	<a href="#">67676676766</a>	F6460597M7052	2000-11-06 10:31:50.31	Rejected	X
	<a href="#">EDIT</a>	<a href="#">RETESTSUBHA1</a>	F6550300FA001	2000-10-31 11:04:20.327	Accepted with errors	X
	X	<a href="#">RETESTSUBHA22</a>	F6550397A0011	2000-10-31 11:02:42.577	Waiting	X
	X	<a href="#">SUBHATESTITUE3</a>	F6460597M7052	2000-10-31 10:13:14.263	Waiting	X
	X	<a href="#">SUBHATESTITUE2</a>	F6460597M7052	2000-10-31 10:11:48.7	Waiting	X

Figure 17. IAPS Submitted Invoices List (View Log) Screen

## **The IAPS Invoice View Log has two components:**

- 1) A View Log Invoice Matrix which displays status information on each submitted invoice and,
- 2) A View Log Data Sorting Box that allows the user to quickly find a specific invoice for editing, reviewing, or printing.

## **View Log Data Sorting**

The topmost box in the IAPS Invoice **View Log** provides several functions to assist the user in isolating a specific invoice for viewing, editing, or printing. The invoice records are defaulted to sort by descending order by invoice date meaning the most current invoices appear at the beginning of the **View Log** followed by older invoices. The **View Log Data Sort Box** allows the user to switch the display order to ascending so the oldest invoices are displayed first, then back to descending invoice order. Finally, the user may enter an invoice number in the **Search by Invoice No.** data entry box and then click on the Find Button, or hit the **Enter Key** on the PC's Keyboard and WInS will display the requested record.

## **View Log Invoice Matrix**

The bottom portion of the **IAPS Submitted Invoices List Screen** is a **View Log Invoice Matrix** that displays a record of each invoice the user has submitted since the last DFAS archiving. This matrix posts 50 records for display at a time, and is defaulted to show the most current invoices (descending order) first. You may view these 25 records by using the right scroll bar. There are several methods for reviewing records that do not appear in the first 25. First, you may click on the “Next 25” (26-50) message above the Matrix, and records 26 through 50 will appear. The user can continue to click “Next 25”(51-75) or “Previous 25” (1-25)” to scroll up or down the list of total records. Secondly, the user can select “**Ascending**” sort order and the 50 oldest invoices will be displayed, with the same Next/Previous 25 options.

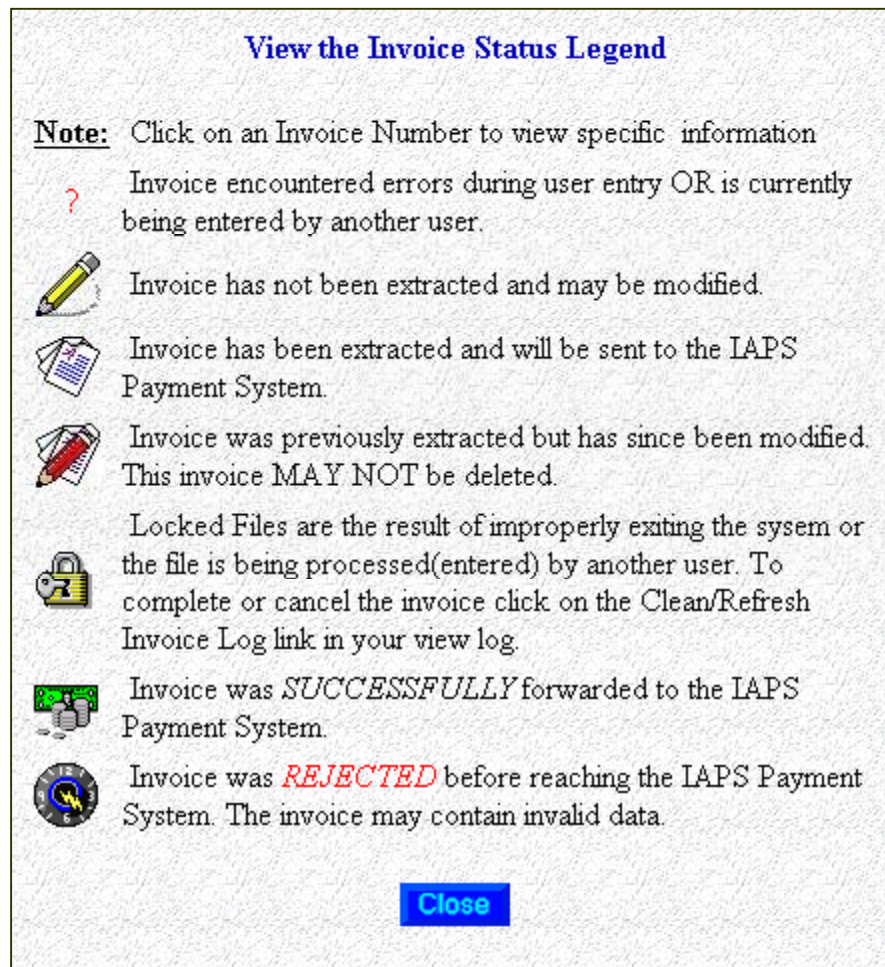
The **Clear Locked Records** link is used to push invoices through to WInS if they display a Lock Icon in the Status Column. See below for more information on the Icons, which may be displayed in the **View Log Invoice Matrix** Status Column. The **View the Invoice Status Legend** describes the Icons used in the **View Log Invoice Matrix** Status Column.

The matrix provides status information related to the user's submitted invoices and are described from left to right.

## **Status Column**

The Status Column of the View Log Invoice Matrix provides important invoice tracking information. The **View Log Legend** (Figure 18, page 1-71) depicting the Status Column Icons is accessed by clicking the **View the Invoice Status Legend** (Figure 17, page 1-69).





**Figure 18. IAPS Log Legend**

There are currently seven possible symbols that may appear in the Status Column. Each is described below.



The **Red? Icon** indicates the invoice was not completed and has not been received into DFAS WInS for processing. This scenario occurs when the user has completed at least the **IAPS Commercial Invoice Header Screen** (Figure 8, page 1-51) and hit the **Continue** Button and then lost Internet connectivity. The **Red? Icon** corresponds to the WInS Invoice Entry Notification Warning (Section 5). In addition to the warning encountered upon WInS Login, e-mail with the same information is forwarded to the user. The user has two options: 1) delete the incomplete invoice by clicking on the wastebasket option in the Delete Column, then re-enter the invoice completely, or 2) click on the “**Edit**” in the Edit Column for that invoice, complete the invoice and click on the **Submit Invoice** Button to submit to DFAS WInS. Option 2 is preferable, as it requires less user data entry.



The **Pencil Icon** indicates a successful submission of the invoice (Section 7, page 40) to DFAS WInS. With successful submission, the Invoice Date and Time are captured in the Date Transmitted Column of the data display. As described above, WInS extracts submitted invoices and converts them to Electronic Data Interchange (EDI) format every three hours beginning with 12:00 A.M. CST and forwards to the payment system. Until the extraction, identified by the **Paper Icon**, the submitted invoice may be deleted (Wastebasket in Delete Column). Successfully submitted invoices may be edited at any time by clicking on the “**Edit**” in the Edit Column, update the file and then re-submit.



The **Paper Icon** indicates a successful conversion of the invoice to the Electronic Data Interchange (EDI) format necessary to forward to the payment system. Extraction occurs every hour beginning with 12:00 A.M. Once extracted, an invoice may no longer be deleted (the appearance of the “NO” in the Delete Column). However, if an invoice is rejected by the payment system for any reason, the invoices may be edited and resubmitted. This overwrites the original submission with the new invoice data and a current date and time.



The **Paper and Pencil Icon** indicates that a previously submitted and extracted invoice has been edited and re-submitted to WInS. These invoices may not be deleted. The new submission date is posted to the Date Transmitted Column.



The **Lock Icon** indicates that another user may be entering data for this invoice, or a processing error has occurred. This invoice has NOT been successfully submitted to DFAS WInS. If the invoice data appears correct when viewed by clicking the invoice number in the Invoice Number Column, then clicking on the **Clear Locked Records** message should push the locked invoice to DFAS WInS and change the **Lock Icon** symbol to the **Pencil Icon** indicating a successful submission. If this does not clear the **Lock Icon**, then delete the invoice (click on Wastebasket Icon in Delete Column) and re-enter and submit



The **Money Icon** indicates that the invoice has been successfully transmitted to DFAS and has been forwarded to the payment system. The invoice Date/Time in the Date Transmitted Column is replaced by the Date/Time when the invoice was passed to the payment system. The invoice date is retained in the **IAPS Submitted Commercial Invoice Details Screen** (Section 13, page 64).



The **Lightening Icon** indicates that the invoice was transmitted to DFAS but was rejected before reaching the payment system. The date/time of rejection is shown in the Date Transmitted column. To edit the rejected invoice, click on the “**Edit**” in the Edit Column for that invoice, update the incorrect information, and submit back to DFAS WInS.



## Edit Column

Invoices with an “**Edit**” displayed in the Edit Column (all except those with the **Lock Icon**) may be edited and re-submitted. Clicking on the “**Edit**” directs the user to the **IAPS View/Modify Commercial Invoice Header Screen** (Section 17, page 75).

## Invoice No. Column

Clicking on the **Invoice Number** for any row directs the user to the **IAPS Submitted Commercial Invoice Details Screen** (Section 13, page 64) which displays the invoice data entered by the user. This is your archive record and should be printed and retained with your billing records

## Contract No. Column

This column displays the Contract Number for each submitted invoice to assist the user in identifying their invoice data submissions.

## Date Column

As described in the Status Column section above, the date in the Date Column is initially the invoice submission date (associated with the **Pencil, Pencil/Paper, or Paper Icons**). When the invoice has processed through the DoD Communications Infrastructure to DFAS, the invoice date is replaced with the processed date (associated with either the **Money** or **Lightening Icons**). If an invoice is edited and re-submitted, the cycle begins again. The processed date is overwritten by the new invoice date and eventually this is overwritten by a new processed date.

## Transaction Column

The current status of a particular invoice.

## Delete Column

Any invoice that has not been processed (**Pencil Icon**) may be deleted.

## The Help and Go Back Buttons



The **Help** Button displays on-line help messages for the screen



The **Go Back** Button directs the user to the **IAPS Commercial Invoice Header Screen** (Section 8, page 51).

## 16. IAPS SUBMITTED COMMERCIAL INVOICE DETAILS SCREEN

The **IAPS Commercial Submitted Invoice Details Screen** displays header, remit to information, submit to information, tax information, sac information, and line item details for an invoice submitted to DFAS. The invoice may be printed for the vendor's archive record. (See the Note regarding printing instructions below.) Each invoice must be individually selected from the **IAPS Submitted Commercial Invoices List Screen** (Section 15, page 69) for archive printing.

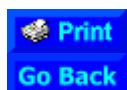
The screenshot shows the 'IAPS Submitted Invoice Details Screen' with the following sections:

- Company Info:** Company Name (100), Tax Status (A), Status (100), Phone Number (202-255-1234), Email (gibbs@dfas.com).
- Transactions Status:** Send to DFAS (checked) or to sending agency (unchecked).
- Invoice Header:** Invoice No. (1000000000), Invoice Date (10/01/2010), Invoice Type (1), Invoice Status (1), Invoice Amount (1000000.00), Invoice Currency (USD), Invoice Description (1000000.00), Invoice Type Code (1000000.00), Invoice Status Code (1000000.00), Invoice Amount Code (1000000.00), Invoice Status Code (1000000.00).
- Invoice Line Item Info:** Line Item No. (1), Line Item Description (1000000.00), Line Item Amount (1000000.00), Line Item Status (1), Line Item Type Code (1000000.00), Line Item Status Code (1000000.00).
- Tax Information:** Tax Type (1), Tax Amount (1000000.00), Tax Status (1), Tax Type Code (1000000.00), Tax Status Code (1000000.00).
- Remit Information (Change Information):** Remit Name (100), Remit Address (100), Remit City (100), Remit State (100), Remit Zip (100), Remit Country (100), Remit Currency (100), Remit Status (100), Remit Type Code (1000000.00), Remit Status Code (1000000.00).
- Invoice Details:** Invoice No. (1000000000), Invoice Date (10/01/2010), Invoice Type (1), Invoice Status (1), Invoice Amount (1000000.00), Invoice Currency (USD), Invoice Description (1000000.00), Invoice Type Code (1000000.00), Invoice Status Code (1000000.00), Invoice Amount Code (1000000.00), Invoice Status Code (1000000.00).

At the bottom of the screen, there are two buttons: **Print** and **Go Back**.

Figure 19. IAPS Submitted Invoice Details Screen

### The Go Back Button



The **Print** Button prints a copy of the invoice.

The **Go Back** Button directs the user to the **IAPS Submitted Commercial Invoices List Screen** (Section 15, page 69).

## 17. IAPS VIEW/MODIFY COMMERCIAL INVOICE HEADER SCREEN

The IAPS View/Modify Commercial Invoice Header Screen is used to view or modify a particular IAPS invoice. The figure below depicts the IAPS View/Modify Commercial Invoice Header Screen.

**Invoice Header**

Select DUNS Number or CAOE Code to populate 'Contract Number' picklist. Select Contract to proceed with invoice data entry. Return to Vendor Profile to add DUNS Number or CAOE Code if missing from lists

DUNS Number: 1231231265232 OR CAOE Code: Contract Number and Delivery Order/Call Number: 5678934567234 1333

\* If contract for which you are invoicing is not on this list, please contact the Payment Office on your Contract.

**EDIT MODE**

Contract Number: 5678934567234 Paying Office: Pacific/F69300

Contract Type: AF616 Calls

Red Number Qualifier: Customer Reference Number Red Number: TC123

Invoice No.: AF7123 Final Invoice: No

Transaction Set Purpose Code: Original Invoice Transaction Type Code: Invoice

Total: 16999.00 Currency Code: United States Dollar (USD)

\* indicates required fields

Date Qualifier: Invoice Period Start Date (yyyy/mm/dd): 2001/01/05

Date Qualifier: Invoice Period End Date (yyyy/mm/dd): 2001/01/10

Remit To Ship To

☐ No Discount ☐ Fixed Date ☒ Basic Discount ☐ Proximo [Help](#)

DISCOUNT PERCENT	DISCOUNT DAYS	DISCOUNT DATE (yyyy/mm/dd)
10.000 %	1	

Tax Type Code	Amount	<a href="#">Edit/Add More Taxes</a>
Number of Tax Items Entered: 1		Total: 100.00

Miscellaneous Charge / Credit Codes	Amount	<a href="#">Edit/Add Misc. Charge/Credit</a>
No. of Misc. Charge/Credit Codes Entered: 1		Total: 100.00

[Go to Invoice Detail](#) [Clear](#) [Help](#)

Click [here](#) to cancel the editing of this invoice

Figure 20. IAPS View/Modify Invoice Header Screen

## IAPS View/Modify Commercial Invoice Header Field Definitions

Table 19 (below), and Table 20 (page 1-77) list the data dictionary for each field on the **IAPS View/Modify Commercial Invoice Header Screen**. Mandatory fields must be completed, Optional fields may be completed at the discretion of the user, and Conditional fields must only be completed if the user's contract specifically requires the information, otherwise those fields are treated as optional.

**TABLE 20. IAPS VIEW/MODIFY COMMERCIAL INVOICE HEADER SCREEN FIELD DEFINITIONS**


FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
DUNS NUMBER	DUNS Number	Vendor	Conditional	Select from list
CAGE CODE	CAGE Code	Vendor	Conditional	Select from list
Contract No. and Delivery Order/Call No.	Contract Number and Delivery Order/Call No.	Contract	Mandatory (Optional Delivery Order/Call No.)	Select from list
Contract Number	Contract Number	Contract	Mandatory	Automatically populated depending on the Contract number selected from the picklist
Paying Office	Paying Office	Contract	Mandatory	Automatically populated depending on the Contract number selected from the picklist
Contract Type	Contract Type	System Generated	Mandatory	Automatically populated depending on the Contract number selected from the picklist
Ref Number Qualifier	Reference Number Qualifier	Vendor	Mandatory	Select from list
Ref Number	Reference Number	Vendor	Mandatory	1-30 characters, Alphanumeric
Invoice No.	Invoice Number	Vendor	Mandatory	13 characters, Alphanumeric and also (/ , -)
FINAL INVOICE	Final Invoice	Vendor	Mandatory	Select from list
Transaction Set Purpose Code	Transaction Set Purpose Code	Vendor	Mandatory	Select from list

**TABLE 21. IAPS VIEW/MODIFY COMMERCIAL INVOICE HEADER SCREEN FIELD DEFINITIONS**

<b>FIELD</b>	<b>DEFINITION</b>	<b>DATA SOURCE</b>	<b>DATA REQUIREMENT</b>	<b>FIELD TYPE</b>
Transaction Type Code	Transaction Type Code	Vendor	Mandatory	Select from list
Total \$	Total Dollar Amount	Vendor	Mandatory	Numeric,
Currency Code	Currency Code	Vendor	Mandatory	Select from list
Date Qualifier	Start Date Qualifier	Vendor	Mandatory	Select from list
Date	Start Date	Vendor	Mandatory	yyyy/mm/dd
Date Qualifier	End Date Qualifier	Vendor	Mandatory	System generated
Date	End Date	Vendor	Conditional	yyyy/mm/dd
Discount Percent	Discount Percent	Vendor	Conditional	Numeric
Number of Discount Days	Number of Discount Days	Vendor	Conditional	Numeric, nn (Integer)
Discount Date	Discount Date	Vendor	Conditional	yyyy/mm/dd
Tax Type	Tax Type	Vendor	Optional	Select from list
Amount	Tax Amount	Vendor	Conditional	Numeric, 15 digits, including decimal
Miscellaneous Charge/Credit Codes	Miscellaneous Charge/Credit Codes	Vendor	Optional	Select from list
Amount	SAC Amount	Vendor	Conditional	Numeric, 15 digits, including decimal

## The Go to Invoice Detail, Clear, and Help Buttons

 The **Go to Invoice Detail** button directs you to the **IAPS Commercial Invoice Details Screen** (Section 13, page 1-64).

 The **Clear** button clears/deletes all existing entries on the screen.

 The **Help** button opens the online user help tool for the screen.

Click [here](#) to cancel the editing of this invoice returns the user to the **IAPS Submitted Commercial Invoice List Screen** (Section 15, page 1-69) unchanged.